

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DRAFTING AIDE - 1422

DEFINITION:

Under immediate supervision, to perform drafting and nonprofessional engineering work of average difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Either by hand, drafting machine, or computer-aided drafting system, performs routine drafting on design plans for streets, alleys, water and sewer distribution lines, traffic, and related projects;
- Updates water and sewer maps from engineering design drawings;
- Plots street openings and closings, rezoning, land use, subdivisions, utilities, and other developments on existing maps and overlays;
- Files maps and other records;
- Performs tracing and lettering;
- Computes areas;
- Makes simple measurements and computations of distance, elevation, and angles;
- Prepares, copies, and corrects maps, sketches, and plats for assessment purposes, and makes segregations of properties on assessment records;
- Gathers routine map-related information from improvement drawings, microfilm/microfiche, and other engineering records;
- May act as a survey aide in a field survey party keeping rough field notes or performing other field work similar to that performed by Junior Engineering Aides.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time subprofessional engineering experience which must include six months of drafting or Geographical Information System (GIS) experience; **OR** six months of full-time subprofessional engineering, drafting, or GIS experience, **AND** completion of a high school, trade school, or college-level drafting or GIS course (e.g., Computer Aided Drafting and Design (CADD), mechanical drafting, architectural drafting). Qualifying experience must include assisting an architect, engineer, or GIS specialist in one of the following areas: preparation of plans and specifications; making precision distance and elevation measurements; keeping rough field notes; gathering statistical engineering related data; or preparing maps and charts for graphic displays.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**