

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR DRAFTING AIDE

DEFINITION:

Under general supervision, to perform complex and varied drafting work; to supervise routine drafting work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Senior Drafting Aide is the second-level in the drafting series. Assignments are of varying difficulty and are under general technical supervision. Subordinate personnel performing routine drafting may be supervised and trained by Senior Drafting Aides. Positions classified at this level may be underfilled with Engineering Trainee and Drafting Aide, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Prepares and/or digitizes a variety of complex engineering drawings, reduces field notes, computes grades, and prepares cross-sections, profiles, visual displays, maps, and charts;
- Utilizes Computer Aided Drafting and Design (CADD) or Geographic Information System (GIS) applications to create designs, maps, drawings, and reduce field notes;
- Prepares cross-sections, profiles, specifications, visual displays, maps, and charts;
- Prepares cost estimates and computes quantities;
- Prepares and drafts precise maps for land use, master plans, rights-of-way, and final zoning;
- Combines maps on one scale;
- Makes architectural and structural drawings;
- Prepares, checks, and interprets legal descriptions;
- Performs research and investigations and delineates ownerships and boundary lines;
- Constructs architectural and topographic models;
- Prepares artwork for photography;
- Interprets rules and regulations to subdividers, builders, and the public;
- May train and evaluate subordinates.

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>.

- * 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.**

Two years of full-time experience preparing and/or digitizing engineering plans and/or maps to scale using manual or electronic drafting. Qualifying experience must include assisting professional staff (Architect, Engineer, Surveyor, GIS, or Information Systems personnel) responsible for plan and/or map development. Possession of a valid California Class C Driver's License.