

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL DRAFTING AIDE - 1725

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS:

Principal Drafting Aide is the third level in the drafting series. Assignments may include both highly complex computer-aided drafting and moderately complex engineering design work under the supervision of a professional engineer. Principal Drafting Aide is distinguished from Senior Drafting Aide in that the latter typically does not perform both computer-aided design and drafting work. Subordinate personnel performing moderately complex computer-aided or manual drafting may be supervised and trained by Principal Drafting Aides.

*** EXAMPLES OF DUTIES:**

- Prepares a variety of complex engineering drawings and specifications, reduces field notes, computes grades, and prepares cross-sections, profiles, visual displays, maps, and charts;
- Utilizes CADD or GIS applications to create complex designs, maps, and drawings;
- Trains and assists department or division staff on use of computer-aided drafting or GIS applications;
- Prepares cost estimates and computes quantities;
- Gathers, compiles, and interprets map source materials;
- 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;
- Reduce field notes;
- Interprets rules, regulations, and legal descriptions to subdividers, builders, and the public;
- May train and evaluate subordinates.

*** 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.**

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>.

Bachelor's Degree in Architecture, Civil or Structural Engineering, Geography, or a closely related field; **OR** Engineer-In-Training (EIT) Certificate issued from a state licensing board; **OR** Land Survey-in-Training (LSIT) Certificate issued from a state licensing board; **OR** Drafting or GIS Certificate issued from an accredited college or institution, AND two years of full-time subprofessional drafting, GIS, or engineering experience. Qualifying subprofessional experience must include assisting an architect, engineer, surveyor, information systems staff, or other professional staff responsible for plan or map development; **OR** two years of full-time experience as a Senior Drafting Aide or Senior Engineering Aide with the City of San Diego; **OR** four years of full-time subprofessional drafting, GIS, or engineering experience. Qualifying subprofessional experience must include assisting an architect, engineer, surveyor, information systems staff, or other professional staff responsible for plan or map development.