

**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. Possession of a valid California Class C Driver's License may be required at the time of hire.