

July 1, 1999

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### DRAFTING AIDE

##### 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;
- 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 Announcement for updated minimum qualifications.

One year of subprofessional engineering experience of which at least six months must be drafting experience; **OR** six months of subprofessional engineering or drafting experience, **AND** satisfactory completion of a high school drafting course or its equivalent.

- \* **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.