

**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 a variety of types of complex engineering drawings, reduces field notes, computes grades, and prepares cross-sections, profiles, 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;
- Does 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 Announcement for updated minimum qualifications.

Two years of drafting experience, preparing engineering plans or maps to scale using manual or electronic drafting; **OR** eighteen months of drafting experience **AND** either (a) satisfactory completion of a high school, trade school, or college drafting course, or (b) six months of subprofessional experience assisting an architect, engineer, surveyor, information systems staff or other professional staff responsible for plan and/or map development; **OR** one year of drafting experience **AND** either (a) satisfactory completion of a high school, trade school or college drafting course **and** six months subprofessional experience as described above, or (b) college graduation with a Bachelor's degree in Architecture, Civil Engineering or Surveying; an Associate of Science degree in Architecture or Drafting Technology, or successful completion of a community college certificate program in Drafting Technology.

- \* **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.