

HIGHWAY DESIGN TECHNICIAN I

DESCRIPTION: Under immediate supervision, performs drafting tasks on assigned portions of various roadway, right-of-way or other engineering projects; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Drafts portions of assigned design plans such as resurfacing and/or full-grading projects.

Transfers information from as-built microfilm to create preliminary base plans.

Inputs survey data like topographic features, power poles, section lines, quarter section lines, and lots and blocks.

On complex projects works with isolated sketches or portions of the project, as assigned. The supervisor/lead worker incorporates the sketches into project plans.

Plots sheet files as requested; orders and distributes blue-line copies.

Creates condemnation plats by fencing, copying and dimensioning the areas of condemnation; sets up and labels the title block for use by the legal section and other related areas.

Enters alpha-numeric characters into graphics files from edited work plans.

Creates various kinds of location maps such as project location maps, attachments to legal agreements, by referencing available city/county map files.

Half sizes project plans.

FULL PERFORMANCE KNOWLEDGE, ABILITIES AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: drafting standards and procedures.

Ability to: proficiently use standard drafting equipment such as pen and ink, railroad curves, compasses, scales, etc; perform engineering calculations of a routine nature; read plans and utilize surveyor's notations; organize work and follow directions.

ENTRY KNOWLEDGE, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: drafting technology; mathematics.

Ability to: make drawings neat, legible and well-composed; operate calculator to perform math calculations; read and understand surveyor's notebooks.

HIGHWAY DESIGN TECHNICIAN I (continued)

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities and skills. A general qualification guideline for positions in this class is high school education or equivalent AND education or experience in civil drafting.