

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: DRAFTING TECHNICIAN I -
Engineering

SALARY GROUP: A17

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Glenn E. Isbell DATE: 03/27/2014

POSITION #: 022075

I. JOB SUMMARY

Performs complex drafting work. Work involves compiling and organizing engineering and drafting data; designing structures and recommending design changes; and preparing specifications and estimates. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Draws plans and maps by hand or computer-aided graphics and revises and adds information as necessary.
 - B. Prepares preliminary and final plans, specifications, estimates, and detailed drawings from field notes, instructions, original plans, proposed changes, diagrams, and other data; prepares estimates and plots from field notes; and makes field measurements and prepares drawings.
 - C. Assembles construction information and details for plans; and produces contour maps, isometric projections and miscellaneous sketches.
 - D. Coordinates work with other staff and departments.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning experience in drafting and computer-aided design (CAD) drafting using AutoCAD software. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) to include six semester hours in drafting, or a related field may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
3. Drafting experience preferred.

B. Knowledge and Skills

1. Knowledge of drafting principles, techniques, and procedures.
2. Knowledge of algebra, geometry, and trigonometry.
3. Knowledge of building construction methods and components.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to interpret field notes, sketches, plans, and specifications.
6. Skill to draft plans and drawings.
7. Skill to check drawings, estimates, plans, and design details.
8. Skill to analyze and solve drafting and design problems.
9. Skill in the use of computer-aided drafting and AutoCAD software.
10. Skill to make mathematical calculations and to use the calculator.
11. Skill to plan work in order to meet established guidelines.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, computer-aided drafting equipment, telephone, and automobile.