TITLE: DRAFTING UTILITY COORDINATOR        SECTION: DRAFTING

DEPARTMENT: ENGINEERING

REPORTING RELATIONSHIP:

Reports to: Chief Draftsman

Supervises the following positions: not applicable

DEFINITION: Under supervision, files, operates printing and scanning equipment, assists draftsman, utility coordinator, office personnel, and other engineering personnel with basic engineering graphics and other related projects.

ESSENTIAL FUNCTIONS:

1. Operates various printing machines, including the reader/printer, blueprint machine, scanner, xerox copier, and lettering machine.

2. Coordinates, updates, tracks, and uses a computer to enter information in various data bases.

3. Uses a computer and printed drawings and maps to research and locate various district facilities for underground service alert (USA) and other related research duties.

4. Assists in the preparation of record drawings and related graphic projects.

5. Files papers and loads machines.

6. Communicates and works effectively with others.

7. Follows verbal and written instructions to complete assigned tasks.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.
MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:
- Civil engineering principles and techniques.
- Geometry and trigonometry.
- Basic hand drafting and graphic skills.

Abilities:
- Operate a computer workstation.
- Work cooperatively with others.
- Follow oral and written instructions.

Education: Courses that would help meet the essential functions of this position.

PHYSICAL REQUIREMENTS:

1. Climb ladders.
2. Operate a computer workstation.
3. Lift and carry up to 50 lbs. as needed.
4. Kneel, stand, or sit for long periods of time.
5. Drives District vehicle as required. Driving: Light.
6. May work with loud machinery.
7. Work overtime as required.

See Human Resources for physical assessment form.