

Career Service Authority
Engineering Drawings Technician

Revised Date
Revised By Patricia Anderson
FLSA Code Non-Exempt
Est. Date 09/16/95

General Statement of Duties

Maintains copies of engineer drawings and documents and provides copies of drawings upon request.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Maintains, monitors, and operates engineering duplication equipment to provide copies.
 - *Skill in using office equipment related to the engineering field.*
 - *Skill in performing minor maintenance on office equipment.*
 - *Skill in the interpretation and application of written guidelines, precedents, and work practices to standardized work situations or specific cases.*
2. Copies drawings onto 35mm microfilm aperture cards and records appropriate information on the cards in order for the cards to be easily located.
 - *Skill in recording information with precision and accuracy.*
 - *Skill in using office equipment related to the engineering field.*
3. Catalogs original and updated drawings and documents with project number and related information and places drawings and documents in storage.
 - *Skill in maintaining and organizing files and records.*
4. Enters drawings and document information into the computer system, updates databases, and retrieves information as necessary.
 - *Skill in entering and retrieving data from a computer.*
 - *Skill in operating office keyboard equipment.*

5. Operates and maintains all equipment in the print room.
 - *Skill in entering and retrieving data from a computer.*
 - *Skill in operating office keyboard equipment.*
6. Keeps print room stocked with supplies, orders supplies when needed, and conducts monthly inventory.
 - *Knowledge of inventory practices sufficient to be able to maintain an adequate level of supplies.*
7. Maintains accurate records of all purchases and records all maintenance agreements.
 - *Skill in completing forms and paperwork related to the work assignment.*
8. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

No supervisory responsibility.

Guidance and Decision Making

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee is primarily concerned with the application of standardized practices. Decisions or recommendations on non standardized situations are limited to relating organizational policies to specific cases. Problems which are not covered by guidelines or are without precedent are taken up with the supervisor. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Physical Demands

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Physical Strength

Lifting: Raising or lowering an object 25 – 50 pounds.

Mental Demands

Oral Comprehension

Written Comprehension

Minimum Education

Graduation from high school or possession of a GED Certificate.

Minimum Experience

Three years of clerical experience which includes one year of experience working in an engineering environment.

Equivalency

A combination of appropriate education and experience may be substituted for the minimum experience requirement except for the one year of experience working in an engineering environment.