CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE Supervisor of Drafting Services	**DISTRICT/DIVISION/OFFICE** 04/Consultant Services/ Drafting Services	
WORKING TITLE Supervisor of Drafting Services	**POSITION NUMBER** 904-105-3020-XXX	**EFFECTIVE**

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction and supervision of the Drafting Services Manager (DSM) the incumbent supervises a group of drafters in a Drafting Services Unit, a large centralized drafting pool.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description
40% (E)	Receives, reviews, schedules and assigns drafting requests from Design and other offices thru the Drafting Services Manager.
40% (E)	Reviews progress and completion of scheduled work with staff and ensures that Caltrans standards and drafting of professional quality are met.
10% (E)	Responsible for training and development of drafting personnel. Maintains effective communication with District and Headquarter's Office of Engineer in matters related to standards for drafting thru Plans Preparation Manual, CADD User Manual and District Policies.
10% (M)	Maintains progress and cost records and prepares related written reports. Orders and maintains proper and adequate drafting supplies and equipment. Responsible for unit attendance and overtime usage, time sheets and personnel-related work.

SUPERVISION EXERCISED OVER OTHERS

The Supervisor of Drafting Services is the first level of supervision in the drafting series. Staff reporting to this level may be Senior Delineators, Delineators and/or Drafting Services Aids.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: The Supervisor of Drafting Services must have a thorough knowledge of scheduling and drafting practices for completion of highway contract plans and other types of related work. This would include the latest drafting equipment, tools, reprographics, CADD and the principles of effective supervision. Must know basic principles of Highway Design, R/W, Standard Plans and Plan Specifications. Must be able to deal with people effectively and cooperatively on a daily basis.

Ability to: The Supervisor of Drafting Services must have the ability to plan, organize, coordinate and direct the work of drafting personnel and maintain standards; establish and maintain effective implementation of the Departments Safety, Health, Equal Opportunity and Labor Relations policies. Must be able to understand and advise needs of Engineers, staff members and other offices regarding the most appropriate drafting procedures, standards and methods utilized in production drafting.

Analytical: Must possess the ability to analyze situations accurately and adopt an affective course of action.

CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS

Errors in judgment, poor decisions, and failure in meeting schedules may delay projects, resulting in rework and loss of funding.

PUBLIC AND INTERNAL CONTACTS

Public contact is limited, but may have contact with consultants and/or officially recognized visitors to Caltrans. Daily contact is usually with other Drafting Services staff, Design units, District Office Engineer and Office of Office Engineer.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS

Employee is required to sit for long periods of time using a mouse and keyboard and video display terminal. Sustained mental activity needed for checking project plans drafted by staff and problem/schedule analysis and solutions. Must be able to develop and maintain cooperative working relationships with staff, peers and manager. Must respond appropriately to difficult situation and recognize emotionally charged issues or problems and respond effectively.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under reduced artificial lighting with windows blocked by blinds.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee Name (please print) Employee signature Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print) Supervisor signature Date