

Proposed

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Supervisor of Drafting Services	OFFICE/BRANCH/SECTION D7/ Design/ Engineering Services	
WORKING TITLE Supervisor of Drafting Services	POSITION NUMBER 907-260-3020- XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Office Chief of Engineering Services (Supervising Transportation Engineer) or a Senior Transportation Engineer, Supervisory (Senior TE, Supervisory), the Supervisor of Drafting Services has 100% supervisory responsibilities for a centralized Drafting Services Section. His/her functions include, but are not limited to, the following duties:

TYPICAL DUTIES:

Percentage		Job Description
40 %	E	Prepares drafting plans in accordance with Drafting Plans Manual of Instructions, Computer-aided Design and Drafting (CADD) Users Manual, and District Policies. Plans, organizes and assigns work, prioritizes various highway and freeway plans/projects. Supervises the review of proofs and finished products for accuracy and completeness of detail and assures the implementation of the drafting standards.
20 %	E	Receives, reviews, schedules and assigns drafting requests from design and other offices.
20%	E	Reviews progress and completion of scheduled work with staff and ensures compliance with Drafting Plans Manual of Instructions, CADD Users Manual, and District Policies.
10%	E	Responsible for training and development of his/her staff; oversees the implementation of CADD Technology. Prepares reports and correspondence; keeps progress and cost records; responsible for the unit's attendance records, time-sheets, and other related work as required.
10 %	E	Identifies and requests resources needed to complete drafting work through the various project phases. Works with various vendors, evaluates and orders proper drafting supplies and equipment as required, to maintain efficient drafting services.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE 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 Delineators, Senior Delineators and Drafting Services Aides.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- a. Drafting and Computer-aided Design and Drafting CADD skills; Micro-station, Civil 3 Dimension (3D), InRoads and other software.
- b. Drafting practices that will insure a uniform final product suitable for engineering plans and specifications.
- c. Proper use of computer, software and Internet.
- d. Engineering mathematics.
- e. Knowledge of the latest drafting equipment, tools and services used in the production of highway, freeway and other plans and graphic representations for engineering reports.
- f. Principles and techniques of human resource management, personnel administration, and effective supervision.

Ability to:

- a. Determine and implement the most effective methods to produce contract plans.
- b. Establish and maintain drafting standards necessary for completion of Division efforts;

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- c. Independently plan and execute the work required to meet established objectives.
- d. Analyze situations accurately and adopt appropriate courses of action.
- e. Maintain records and prepare reports for the Drafting Services unit.
- f. Demonstrate computer literacy in the use of Department standard software, including Microsoft Office, Microstation, Caice, InRoads, and other software.
- g. Advises engineers, staff members and other Offices regarding the most appropriate drafting procedures, standards and methods used to deliver drafting services.
- h. Communicate effectively with others on a daily basis, orally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking actions to ensure plans are legible, of acceptable quality, and capable of retaining those features during reproduction and size reduction for contract plans. Errors in judgment and poor decisions could result in setting priorities that are not compatible with work schedules, and may result in duplication of efforts and project delivery delays. Inaccurate drafting and omission of plan details could result in construction delays and contract claims.

PUBLIC AND INTERNAL CONTACTS

Public contact is infrequent and limited. The supervisor of Drafting Services is in daily contact with Project Engineers and unit personnel; maintaining communication is essential to the operation of an efficient drafting service. He/she is expected to keep abreast of current drafting equipment and materials through internal and public contacts. He/she also functions as drafting services coordinator with other agencies, vendors and project consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and at video display terminals. He/She may also be required to move large or cumbersome plans and diagrams from one location to another.

WORK ENVIRONMENT

While at the base of the operation, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your 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 (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE