



THE CITY OF LOS ANGELES

CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION****CHIEF OF DRAFTING OPERATIONS, 7271****7/28/11**

**Summary of Duties:** Exercises administrative, operational, and technical supervision over a large number of groups of electrical, mechanical, civil, structural, and architectural engineering drafting technicians and clerical employees in the Los Angeles Department of Water and Power (LADWP) engaged in preparing drawings, using manual drafting techniques or Computer Aided Drafting/Design(CAD/D) hardware and software, for a variety of Power System engineering projects; and performs related duties.

**Distinguishing Features:** The Chief of Drafting Operations is the head of the Power System Drafting Section of the Power System at LADWP. An employee of this class is responsible for planning, organizing, and coordinating drafting work to meet general objectives of economy and efficiency. A Chief of Drafting Operations is also responsible for the development of methodology and general enforcement of standards applicable to drafting work and the specification and selection of CAD/D systems and related hardware/software. The class of Chief of Drafting Operations requires a broad working knowledge of all engineering principles as they relate to drafting work rather than a more detailed knowledge of any one specific engineering discipline.

**Example of Duties:**

- Directs the activities of various units of drafting and clerical personnel engaged in preparing, using manual or Computer Aided Drafting/Design (CAD/D) equipment, drawings and plans for use in projects for all of the engineering disciplines;
- Responsible for recommending the purchase of hardware and software related to CAD/D;
- Confers with subordinate Principal Drafting Technicians on the progress of drafting projects and productivity of the units;
- Confers with superiors regarding Division policies affecting the drafting section;
- Confers with design engineers to determine and obtain design objectives and interpretations or alterations of design;
- Reviews and approves reports and finished drawings and plans;
- Reviews requests from design engineers for drafting work needed for a wide variety of Power system engineering projects;
- Reviews requests from operations and maintenance organizations for drafting work needed to support Power system operation and maintenance;

- Coordinates requests from design engineers with the work performed by the various electrical, mechanical, civil, structural, and architectural engineering drafting units;
- Determines project status, and expedites drafting operations as necessary;
- Directs the review of work in progress and final drawings to verify conformance with established LADWP, City, State, and Federal engineering requirements and standards;
- Directs the preparation of maps, charts, and other graphic presentations;
- Provides training, leadership, and administrative direction to motivate and develop the capabilities of assigned staff;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Assists employees in preparing for promotion and communicates information related to the City's Equal Employment Opportunity policy; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** A Chief of Drafting Operations must have the following knowledge and abilities:

**Knowledge of:**

- The principles, equipment, materials, and nomenclature used in mechanical, civil, structural, architectural, and electrical engineering drafting;
- The sources of information used in engineering drafting;
- All applicable LADWP, City, State, and Federal engineering requirements, codes and standards;
- The laws and regulations relating to equal employment opportunity ;
- The principles, practices, and techniques of supervision and administration as they relate to the work of a major engineering drafting section;
- City personnel rules, policies and procedures;
- Memoranda of understanding as they apply to subordinate personnel; and
- Computer Aided Drafting/Design (CAD/D) equipment.

**Ability to:**

- Plan, direct, coordinate, and review the work of drafting and clerical employees;
- Establish a work environment that enhances employee morale and productivity;
- Coordinate the work of a drafting section with that of other LADWP organizations; and
- Deal tactfully and effectively with a variety of people, including: LADWP management; representatives from other City departments; professional, technical, and clerical staff; and the public.

**Requirements:**

Three years of full-time paid experience as a Principal Civil, Electrical, or Mechanical Engineering Drafting Technician.

**Physical Requirements:** Strength to perform average lifting of less than five pounds and occasionally over fifteen pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities, and required qualifications of any position shall be.**