

**Senior Electrical Engineering Drafting Technician (7209)
Task List (2021)**

SUPERVISOR DUTIES

1. Under general supervision, coordinates the completion of assignments, such as design packages within the drafting squad or between the squad and other work units.

2. Assigns, coordinates and reviews the activities, such as job prioritization of a squad of Drafting Technicians.

3. Evaluates, counsels and assists subordinate employees regarding their work performance, career goals or grievances pursuant to the requisite MOU in order to take appropriate action.

4. Assists in the completion of personnel evaluations of subordinates for probationary or annual reports in order to maintain documentation for evaluation prior to in-house promotions and participate in the interview process for entry level classes.

5. Coordinates time and project records and recommends approval of vacation, sick leaves and other personnel requests of subordinates within the unit or squad sufficient to maintain deadlines and a working staff.

6. Selects methods of reproduction such as electronic reproduction, plotting by consulting with engineers, subordinates or print shop employees to be used for each project.

REVIEWS DOCUMENTS AND VERIFICATIONS

7. Examines and checks final electrical or communication design and working drawings and plans for use in the construction, operation and maintenance of generating plants, electric stations, electrical equipment and other communication and electrical systems in order for the end users to properly understand and interpret the final drawings.

8. Confers with design engineers and drafting personnel in other units concerning working drawings in order to address conflicts or deficiencies in the design packages.

9. Under the direction of a Design Engineer, prepares or supervises the preparation of temporary construction repair drawings such as Engineering Instruction Sheets (EIS) or temporary service requests when outages or circuit interruptions occur in the field.

10. Analyzes and explains to subordinate drafting technicians the instructions, sketches and computations prepared by the engineers in order to prepare the electrical or communication drawings.

11. Prepares the more complex and difficult design drawings such as isometric and orthographic projections, cross sections and elevation drawings.

12. Aids engineering sections in developing design drawings in order to insure city, state and national building codes are properly adhered to.

13. Provides technical supervision for the drawings and sketches or drafting principles and techniques, on an individual or group basis in either a formal or informal classroom setting and/or training to ensure the conformance to the department's standards or City's standards.

TRAINING

14. Trains subordinates by periodically taking a squad into the field in order to observe electrical jobs in progressive stages of completion, verify physical conditions, obtain information to complete drawings, and view the use of various electrical materials and proper use of Personal Protective Equipment.

15. Instructs subordinate employees on sources of information necessary to complete their work such as other divisions, City departments, other governmental agencies, utility companies and private industry.

REPORTS/MEMOS/RECORD KEEPING

16. Develops or assists in developing drafting standards or procedure manuals such as engineering standard updates and national standards and symbols for the squad, section, division and department.

17. Prepares brief memoranda, such as e-mails, meeting agendas and PowerPoint presentations sufficient to communicate within the section or division.

18. Participates in the maintenance of computer-stored records in order to comply with record retention policies and procedures.

19. Confers with engineers, contractors, manufacturers' representatives, consultants, or employees from other City departments in order to secure data or design interpretations.

20. Administers and maintains computer-based drafting systems such as Computer Aided Designed (CAD) Programs sufficient to maintain construction drawings.