

**CHIEF OF DRAFTING OPERATIONS
CLASS CODE (7271)**

Task List - 2024

1. Directs, or assists in directing, a drafting section by conferring with subordinate supervisors and personnel to resolve drafting problems and scheduling to maintain and improve productivity and efficiency of the section.
2. Confers with subordinate supervisors regarding drafting activities, policies and priorities, and progress of drafting work to ensure drafting section and DWP needs are being met.
3. Confers with engineering managers to determine objectives, priority of jobs, and workflow for drafting documents to ensure necessary drawings are completed and delivered to maintain project schedules.
4. Coordinates work of the drafting units, determines status, and expedites drafting operations as required.
5. Receives input from staff on budgeting needs to prepare and maintain the section's budget and to include it with the Division's budget.
6. Resolves personnel problems by counseling and disciplining employees to ensure Department policies are always followed.
7. Incorporates the Department's Equal Employment Opportunity program in the hiring process and training procedures to ensure compliance with Department, City, State, and Federal policy.
8. Directs the development and monitors the orientation and training of personnel to ensure staff are trained on Department policy and evolving industry standards.
9. Works with subordinate supervisors to recruit, hire, train, and promote drafting personnel.
10. Directs the development of proper workflow procedures and oversees the maintenance and application of industry drafting standards to ensure compliance with Division and Department drawing requirements.
11. Prepares and approves written management communications, including but not limited to inter/intra-departmental memoranda, e-mail notifications, section bulletins, construction work package drawing submittal approvals, and monthly drafting progress report which are utilized for executive management reports, DWP board reports, key performance indicators (KPIs), and job progress reports.
12. Organizes the drafting organization with proper division of responsibilities, proper staffing levels and skill set for optimal performance with given resources to ensure efficiency and superior performance across all levels of the drafting section.

13. Incorporates and adjusts new and current technologies, methods, and procedures into the processing and workflow of drafting and recordkeeping to help streamline and improve safety, accuracy, efficiency, and productivity across all drafting groups.