

Principal Electrical Engineering Drafting Technician
(Class Code No. 7531)
Task List - 2019

Supervision

1. Determines training needs and requirements, plans, creates, and implements training programs using formal classroom training, informal on-the-job training, and field trips in order to ensure that employees are properly trained.
2. Informs subordinate employees of the sources of available reference information, such as other divisions, City departments, other governmental agencies, utility companies, and private industry organizations, sufficient for them to complete their work properly or instruct other subordinate employees in the uses of these sources.
3. Evaluates the performance of subordinate personnel in order to prepare probationary reports or provide information for in-class promotions.
4. Evaluates and counsels subordinate employees regarding their work performance, career goals, or grievances according to the proper MOU in order to motivate employees to a higher level of performance or, in the case of grievances, take appropriate action.
5. Writes interview questions, creates rating scales, conducts interviews, and recommends candidates for hiring based on ratings in order to ensure that quality employees are hired.

Project Management

6. Plans and schedules the section's workload, coordinates time and project records, and approves vacation, sick time, leaves, and other personnel requests of subordinates within the section in order to efficiently utilize human resources and ensure that adequate staff is available.
7. Assigns drafting projects to subordinates while considering experience, ability, workload, and time available in order to expedite the completion of work.
8. Provides direction to and monitors the progress of drafting technicians, through Senior Electrical Engineering Drafting Technicians, in the preparation of electrical drawings, and ensures that interrelated drawings within the section are done in the proper sequence and within the parameters of site and structural factors set by civil, structural, architectural and mechanical disciplines, in order to ensure that departmental methods and standards are maintained and assignments are completed in a timely and prioritized manner.

Communication

9. Confers with engineers, other drafting supervisors, contractors, manufacturers' representatives, or employees from other City departments in order to resolve electrical plan problems at the design stage, discuss changes, and ensure proper design interpretation.
10. Determines and writes drafting standard requirements and instructs subordinates to write drafting standards and procedure manuals for the section, in order to maintain consistent methods and quality for electrical drawing preparation.
11. Writes or instructs subordinates to write reports on individual and unit productivity, workload, and backlog in order to inform higher management of section progress.
12. Writes memoranda, as required, concerning various issues including staffing, scheduling, and equipment required in order to communicate within the section or division.
13. Conducts meetings with subordinate employees in order to explain the relationship of each employee's assignment to a drafting project or to other assignments.