



DRAFTING SUPERVISOR

JC: TA310
PG: SEIU-11
FLSA: Non-exempt

PC: 714
BU: 04
December 2000

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, plans, organizes, assigns, directs and reviews the work of CAD drafting and illustrating personnel; provides and coordinates the use of procedures, computer equipment and materials; recommends budgetary requirements; and performs related work as assigned.

CLASS CHARACTERISTICS

This is the first level of supervision, responsible for supervising the day-to-day activities of the District's Computer Aided Drafting (CAD) and illustrating staff. This class has full supervisory responsibility for assigned personnel, and is responsible for timely and accurate completion of work in accordance with standards and procedures. Incumbents work at a high level of independence with authority for decision-making on daily work assignment and control. This class is distinguished from the Manager of Drafting and Configuration Control in that the latter has overall management responsibility for drafting, illustration and administrative functions.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Plans, organizes, assigns, directs and reviews the work of CAD drafting and illustration personnel.
2. Plans daily, weekly and longer term schedules; prioritizes work to ensure timely completion; monitors quality, quantity and timeliness of work performed; provides instruction and direction to staff in the performance of their work; assists in performance appraisal of assigned staff.
3. Coordinates the work of the Drafting section with other departments and divisions.
4. Estimates labor hours, materials and equipment requirements for projects; provides estimates of project drafting and illustrating costs for other departments and advises them on services of the division.
5. Monitors CAD drafting and illustrating criteria and procedures to assure conformance with District and industry standards.
6. Develops and recommends procedures and controls for CAD drafting, scanning and plotting.

Drafting Supervisor

Page 2

7. Assists in overseeing file searches, updating, storage and retrieval of CAD drawings, plans and diagrams.
8. Evaluates and recommends purchase of new equipment, tools and materials; assists in division budget monitoring; monitors expenditures and budget allocation balances.
9. Prepares a variety of reports and records regarding work performed, status of work in progress, and activities of the section.

QUALIFICATIONS

Knowledge of:

- Supervisory principles and practices
- Principles and practices of engineering CAD drafting and illustrating arts
- Media, tools and equipment used in engineering, drafting and illustrating
- Methods, equipment and materials used in printing, duplicating, drawing, reproduction and photocopying
- Techniques of project planning and cost estimating for drafting and illustrating services

Skill in:

- Planning, assigning, directing and reviewing work
- Projecting work requirements and estimating costs
- Developing and evaluating procedures and standards for CAD drafting, illustrating and electronic file control
- Evaluating equipment, materials and planning needs
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Preparing clear and concise reports, memos and other written materials
- Exercising sound independent judgment within general policy guidelines

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in Business Administration or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable experience as a supervisor in a CAD drafting or engineering setting using the latest version of AutoCAD.

Substitution:

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Drafting Supervisor

Page 3

Physical Conditions:

Requires maintaining physical condition necessary for sitting or standing for prolonged periods of time.

BART EEO-1 Job Group: 3500 - Professionals

Census Code: 1540 - Drafters

Safety Sensitive: N