

NOTICE OF JOB OPENING

TITLE: CAD DRAFTING TECHNICIAN

DEPARTMENT: Engineering

NUMBER OF VACANCIES: One (1) Provisional/Open Competitive

PAY RANGE: Grade 14 \$35,640.88/yr to \$50,579.80/yr. (\$19.5829 to \$27.7911/hr

RESIDENCY: Must be a Niagara Falls, NY resident within 6 months of appointment

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for drafting, copying and map revision. An employee in this class will be required to develop final drawings from field survey notes, rough drawings and sketches. Assignments are received in the form of field notes, both written and electronic, hand sketches, old maps and drawings, and oral instructions. The work is performed under general supervision. Supervision of the work of others is not a normal function of this position.

TYPICAL WORK ACTIVITIES:

Duties may include, but are not limited to:

- Prepare CADD drawings for highway, general site work, buildings and utility construction projects.
- Prepare presentation plans for public meetings and reports.
- Perform basic calculations associated with highway, general site work, buildings and utility construction projects.
- Assist with the development of the engineer's estimate.
- Assist in gathering and compilation of site data for highway projects.
- Review plans for compliance with departmental CADD standards.
- Assist staff within the section with CADD related issues.
- Other assignments to address office needs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of engineering work; knowledge of mathematics as applied to routine engineering practices; ability to use computer aided drafting and design (CADD) software and equipment to perform sub-professional engineering work; some knowledge of structural and/or architectural drafting; skill in electronically drawing maps and working plans; ability to read and interpret simple plans and specifications; mental alertness, accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus EITHER:

(A) One (1) year paid full-time or its part-time equivalent experience in computer-aided drafting or computer-aided mechanical or architectural drawing;

OR:

(B) Successful completion of at least thirty (30) college semester credit hours, six (6) credits of which must have been in computer-aided drafting, architecture, construction or civil technology, or mechanical or architectural drawing*;

OR:

(C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Candidates who meet the minimum qualifications under (B) above must submit a student or official copy of the college transcript or itemized list of course work and credits received, and course descriptions of the computer-aided coursework, at the time of application.

THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS. January 11, 2022-January 26, 2022