

## JOB DESCRIPTION



### DRAFTSMAN

#### Duties and Responsibilities:

1. Creates CAD drawings for engineering projects.
2. Creates and modifies maps for special assignments.
3. Incorporates subdivision plats and drawing files into maps.
4. Plots new maps.
5. Copies project drawings.
6. Creates manual drawings for engineering projects.
7. Greets customers and the general public in person and on telephone, answers questions and directs to appropriate individual when necessary.
8. May assist in developing survey maps and layouts, when necessary.
9. Works closely with building regulating agencies, builders, contractors and the general public.
10. Performs other related duties, as assigned.



### SKILLS & ABILITIES

1. Technical Capacity.
2. Communication Proficiency.
3. Problem Solving/Analysis.
4. Thoroughness.



### KEY COMPETENCIES

- Willingness to work in a multi ethnic, gender integrated environment.
- Experience and Qualifications.
- A Diploma degree in Design or a relevant field of study



Short professional C.V. are most likely to pass the next selection levels.