

PLEASE POST CONSPICUOUSLY

March 3, 2010

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

Draftsman
Department of Water and Water Supply

The **Department of Water and Water Supply** has one (1) vacancy for the position of **Draftsman** at a rate of **\$46,498/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Thursday, March 18, 2010.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
THURSDAY, MARCH 18, 2010

An Equal Opportunity /Affirmative Action Employer

DRAFTSMAN

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving use of a variety of techniques including drafting, layout designing, painting, hand lettering, printing and other related graphic artwork. Employees may be assigned to drafting charts, graphs, maps, blueprints, graphic designs, sign layout, or related projects. The work is usually performed under the general supervision of a department administrator with considerable leeway allowed for the exercise of independent judgment in planning work details and methods used. Supervision is generally not a responsibility of employees of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs basic drafting, design and layout work;
- Drafts charts, graphs, and maps based on field data, sketches, descriptions, and related material;
- Develops new atlases, maps, etc. from historical and updated materials;
- Revises charts, graphs, maps, atlases to update modifications or changes;
- Drafts details, designs, letters, and traces for signs, letterheads, and other department forms;
- Collects, computes, and compiles simple statistics;
- Confers with other department personnel to determine graphic and art needs and estimation of time and cost involved in completion of work;
- Orders materials and supplies and keeps inventories of supplies;
- Files and indexes blueprints, drawings, and specifications;
- Does layouts and designs for letterheads, signs, and other related illustrative materials;
- Does a variety of illustrative techniques such as ink drawings, paints, pencil, and photographic layouts;
- May participate in field surveys in order to collect information related to developing an atlas, charts, maps, etc.;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practices and principles of drafting and the instruments used therein;
- Good knowledge of the techniques of graphic art and the equipment used therein;

- Working knowledge of mathematics including plane geometry;
- Working knowledge of mechanical drawing tools, techniques, and principles;
- Skill in scale drawing and illustrating with drafting or graphic art tools;
- Ability to understand and interpret moderately complex oral and written instructions;
- Ability to plan, design, and prepare attractive graphic and illustrative materials;
- Ability to establish and maintain good working relations with department personnel;
- Creativeness;
- Accuracy;
- Good judgment;
- Initiative;
- Integrity;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in mechanical drawing or drafting, or graphic art **AND** one year of full-time paid experience in drafting or graphic arts; **OR**
- B. An equivalent combination of training and experience as defined by the limits of (A) above.

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