

**DRAFTSPERSON I****NATURE OF WORK**

This is drafting work in the preparation of diagrams, drawings and illustrations.

Work involves using and cleaning standard drawing equipment and materials in the performance of basic drafting tasks. Work assignments are received in the form of rough or detailed sketches and work requires accuracy, neatness, close attention to detail and production according to specified dimensions. Close supervision or checking of completed work is received from a technical supervisor or person requesting the work. However, as proficiency is gained in the performance of drafting tasks, increased freedom of action is allowed. Employees of this class may also be required to perform the duties of operating, maintaining and repairing a variety of equipment, machinery and utensils used by a specific department or agency in the conduct of investigations, experiments, studies and miscellaneous areas of involvement. The requirement may also exist for the provision of auxiliary support associated with, but not limited to, the type of study, research, experiments, investigation in which superior(s) is/are engaged.

**ILLUSTRATIVE EXAMPLES OF WORK**

Performs drafting, sketching, tracing and lettering work in the preparation of diagrams, mechanical drawings and related drawings and materials.

Draws ink diagrams from rough sketches; selects and draws approximately sized lines and letters.

Drafts mechanical drawings from rough sketch containing overall dimensions and basic design of part to be drawn.

Operates blueprinting machine; performs a variety of routine general drafting tasks.

Instructs others in the basic use of drafting equipment.

Cleans and maintains drafting and related equipment.

Oversees the operations of laboratories as required and provides technical support to undergraduates, graduates and research programs in the area of assignment.

Performs related work as required.

**REQUIREMENTS OF WORK**

Some experience in drafting; graduation from high school, preferably including or supplemented by courses in drafting or mechanical drawing; or any equivalent combination of

experience and training that provides the following knowledge, abilities and skills:

Knowledge of basic drafting principles, practices, methods and equipment.

Knowledge of mathematics through trigonometry.

Ability to complete drafting assignments within accepted standards of accuracy, neatness and production.

Ability to understand and follow oral and written instructions.

Ability to maintain effective working relationships with faculty members and research personnel.

**2021**

**1993.01.13**

**Under Review: 2004 01 05**