

JOB DESCRIPTION FORM

Division/Department	Engineering
Location	Columbus General Office
Job Title	Drafting Technician II
Reports to	Vice President of Engineering

Level/Grade: <u>6H</u>	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Job Code <u>19</u>		

POSITION DESCRIPTION

The Drafting Technician II creates, revises and enhances structural, mechanical and electrical technical design drawings using manual and computerized (digital) methods. The Drafting Technician II is responsible for verifying all drawings and maps to field specifications as well as providing miscellaneous drafting and technical support to all District departments.

EDUCATION AND EXPERIENCE

- High school degree or equivalent education
- Associate Degree or equivalent related experience in drafting and CAD
- Proficient in Autodesk/AutoCAD
- Maintain a valid Nebraska driver's license with a responsible driving record

ESSENTIAL JOB FUNCTIONS

- Revise city and rural distribution maps (with appropriate training)
- Revise high voltage substation drawings, sub-transmission line and profile sheets (with appropriate training)
- Revise distribution line staking sheets (with appropriate training)
- Revise Hydro project drawings (with appropriate training)
- Maintain currency and accuracy of all Engineering records of drawings, microfilm photographs, etc.; archive over time (with appropriate training)
- Create, maintain, display and update GPS/GIS/FIS databases
- Stay abreast of state of the art drafting technologies

NON-ESSENTIAL JOB FUNCTIONS

- Provide assistance with General Office Building maintenance, e.g., fire extinguishers, and miscellaneous housekeeping duties
- Assist other Engineering personnel with field work as needed
- Assist in maintaining department vehicles
- Attend all safety meetings and serve on committees as requested
- Perform other duties assigned

WORK ENVIRONMENT

- Natural work hazards associated with working in and near substations, hot sticking, distribution and transmission lines
- Infrequent overtime hours associated with meeting a specific project deadline
- High confidentiality with sensitive Executive level projects
- Occasional time pressures and work stress primarily due to changes in project priorities
- High flexibility and adaptability required for handling uncontrollable interruptions to planned work tasks
- High proficiency with a variety of specialized equipment, e.g., large format printer, personal computer and associated software and devices, micro-film, reader, large format copiers and scanners, etc.
- Interpersonal communication skills needed to collaborate, plan, and execute a variety of diverse projects with Engineering, District personnel and customers
- High degree of accuracy required in all phases of design work
- High proficiency with tabulation data to develop useful and meaningful formats for planning and informational purposes

PHYSICAL ACTIVITY REQUIRED

LIFTING	Never	Occ	Freq	Cont
10 lbs		x		
11-15 lbs		x		
26-50 lbs		x		
51-75 lbs	x			
76-100 lbs	x			
+100 lbs	x			

SEEING	Never	Occ	Freq	Cont
Near Vision			x	
Far Vision			x	
Color Vision			x	

VERBAL COMMUNICATION	Never	Occ	Freq	Cont
			x	

REACHING	Never	Occ	Freq	Cont
Out			x	
Overhead			x	
Low (below knees)			x	

CLIMBING	Never	Occ	Freq	Cont
Stairs			x	
Ladder		x		
Other		x		

AGILITY	Never	Occ	Freq	Cont
Balancing			x	
Bending Over			x	
Carrying			x	
Crawling		x		
Eye/Hand/Foot Coordination			x	
Grasping			x	
Kneeling		x		
Pulling		x		
Pushing		x		
Sitting			x	
Standing		x		

REVIEWED BY KOREY HOBZA *Title* V.P. OF ENGINEERING

APPROVED BY NEAL SUESS *Title* PRESIDENT/CEO

DATE APPROVED November 15, 2010

REVISED DATE 10/29/2020-12/1-16- January 3, 2011