

DUTIES DESCRIPTION RECORD

DEPARTMENT			
TITLE	CHIEF OF DRAFTING OPERATIONS "B"		DDR 95-72714
CLASS CODE	7271	CLASS TITLE	CHIEF OF DRAFTING OPERATIONS

SUMMARY DUTIES

Assists in planning, directing, and coordinating through subordinate unit heads and supervisors all activities of the Power System drafting function, including, but not limited to the Mechanical, Structural, Civil, Electrical, and Architectural Drafting Units; Maps and Records; Computer-Aided Drafting/Design (CAD/D) Technical Support; and GIS. Exercises administrative supervision through the respective unit heads; assists in coordinating the activities of the various groups with design engineers; makes administrative review of completed drafting work; and performs related duties.

ILLUSTRATIVE DUTIES

Assists in the oversight of drafting assignments from design engineers and others, pertaining to a wide variety of structures, mechanical equipment, electrical installations, and appurtenant facilities in connection with the preparation of preliminary and finished drawings as well as preparation of related geographic information systems (GIS) mapping and modeling documents; examines, inspects, and makes preliminary analysis of drafting instructions and accompanying sketches and marked prints; confers with design engineers, as necessary, to determine objectives and clarify interpretations; relays drafting assignments to appropriate drafting units through unit heads, supervisors, and other personnel.

Confers with unit heads and other personnel regarding CAD/D and GIS equipment/software applications, drafting policies and procedures, and related training with the purpose of maintaining efficiency.

Confers with unit heads, supervisors, and other personnel regarding pertinent phases and progress of drafting work; determines status and expedites drafting operations as necessary; confers with design engineers regarding particular information concerning alterations of design, time of completion of drafting projects, and other related matters; personally or with the aid of an assistant, reviews completed work as to the general layout and conformance with established standards and/or specific requirements.

May assist in administering the operations of the entire Power System's drafting organization; confers with unit heads, supervisors, and other personnel regarding work activities; confers with System managers regarding overall System policies, standards, and established practices.