

The University of Texas at San Antonio

Job Description

Job Title: Drafting Technician I
Code: 15074
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide skills in performing manual and computer-aided drafting and/or design work.
- Scope: Responsible for the application of manual and computer based drafting techniques in the preparation of drawings for mechanical, electrical engineering, geological, architectural, civil engineering, or archeological drafting.

Duties

- Typical:
 1. Makes detail and assembly drawings of machinery and structures.
 2. Draws diagrams. Makes schematic drawings. Plots and draws curves and prepares graphs. Makes computations.
 3. Drafts and traces topographic, geological maps and archeological maps. Prepares cross sections, diagrams, contours, isopach maps and charts.
 4. Performs simple design of machinery and equipment.
 5. Performs other duties as assigned.
- Periodic:
 1. Assists in the preparation of reports.

Education

Required	Preferred
High school graduation or GED.	College level mechanical drawing or engineering courses.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
One year of experience in mechanical or engineering drafting.	Two or more years of similar experience.

Equipment

Required	Preferred
Use of standard computer equipment and other types of drafting equipment.	N/A

Working Conditions

Usual	Special
Office conditions or outdoors, depending on field of specialty.	Work in many departments requires exposure to outside weather and outdoor work.

Supervision

Received	Given
Oral instructions given on all tasks. Overall screening for accuracy and completeness.	May supervise assigned personnel.

Accuracy

Accuracy in following oral instructions and rough sketches and notes.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
