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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | CIVIL DRAFTER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a civil drafter consists of preparing drawings and topographical and relief maps used in civil engineering projects, such as highways, bridges, pipelines, flood control projects, and water and sewerage control systems. |
| QUALIFICATIONS & REQUIREMENTS: | * A college degree or equivalent;
* Ability to give full attention to what other people are saying, and to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
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| COMPETENCIES: | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Integrity — Job requires being honest and ethical.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
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| TASKS: | * Calculate excavation tonnage and prepare graphs and fill-hauling diagrams for use in earth-moving operations;
* Correlate, interpret, and modify data obtained from topographical surveys, well logs, and geophysical prospecting reports;
* Determine quality, cost, strength and quantity of required materials, and enter figures on materials lists;
* Determine the order of work and method of presentation, such as orthographic or isometric drawing;
* Draft plans and detailed drawings for structures, installations, and construction projects such as highways, sewage disposal systems, working from sketches or notes;
* Draw maps, diagrams, and profiles, using cross-sections and surveys, to represent elevations, topographical contours, subsurface formations and structures;
* Finish and duplicate drawings and documentation packages, according to required mediums and specifications for reproduction using blueprinting, photography, or other duplicating methods;
* Produce drawings using computer-assisted drafting systems (CAD) or drafting machines, or by hand using compasses, dividers, protractors, triangles and other drafting devices;
* Review rough sketches, drawings, specifications, and other engineering data received from civil engineers to ensure that they conform to design concepts;
* Supervise and train other technologists, technicians and drafters.
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| LINES OF COMMUNICATION: | Specify |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |