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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. | | | | |
| 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. | | | | |
| 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. | | | | |
| 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: |  | | |  | |  |