

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV95381
Job Class Code:	140	Salary Schedule:	ASRRENGPL
EEO Category:	03	Grade:	14
Workers Comp Code:	8601		

Job Code Established:	04/23/84	Effective Date:	
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Engineering Series

JOB CODE TITLE: ENGINEERING PLANS TECHNICIAN I

HRIS TITLE: ENGRG PLANS TECH I

WORK DESCRIPTION: Draws and details a variety of maps, highway or right-of-way plans within well-defined standards and procedures; checks the most basic calculations, such as quantities, to verify accuracy; maintains and researches engineering files as requested to obtain pertinent project data, such as as-built plans or aerial photographs; may perform basic data entry or computer coding duties for various aspects of a project within well-defined parameters; reviews various documents produced within area of assignment for quality control purposes.

WORK ACTIVITIES: constructs final detail drawings in pencil or ink from preliminary drawings or rough sketches.

Constructs final detail drawings in pencil or ink from ideas or data supplied by engineering personnel using basic mathematics.

Checks and verifies accuracy of detailed drawings in engineering projects, and makes corrections in drawings if necessary.

Orders and applies stick-up symbols and other map/plans features on transparent back material to overlay sheets.

Plots locations of specified sites on maps.

Checks and verifies calculations on quantity summaries for highway construction bid items.

Operates a keyboard on a data entry device, punching input data on cards or tapes or typing into data terminal.

Codes data in preparation for data processing input.

Draws maps and cartographic illustrations.

Attends work unit staff meetings; gives and receives information; participates in problem-solving and decision-making.

Searches for and retrieves information from files, and responds to informational requests requiring some judgment or discretion regarding current and specific business of the work system, as reflected in the records; this communication may be by telephone or by direct personal contact.

Makes freehand drawings and illustrations for reproduction.

Searches blueprints, maps, charts, records, and diagrams for specific information regarding current construction or past work done in a future work site.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: Works under the close supervision of a first-line supervisor, within well-defined work processes and closely prescribed instructions.

WORK RESULTS/PRODUCTS: Completed preliminary and final map or plans sheet; complete, up-to-date engineering files and records.

RESPONSIBILITY: Assigned projects are completed within established time frames; completeness, accuracy and neatness of all maps and plans sheets.

AUTHORITY: Verify that all sheets meet applicable standards, determining most appropriate drafting and layout techniques.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: freehand and mechanical drafting methods, procedures and techniques; agency standards, policies and procedures and other applicable regulations impacting on the work unit; engineering files and records maintenance systems; data entry methods and techniques.

Skill in: using and maintaining a variety of drafting tools; operating a variety of office machinery such as blueprint copiers, calculators and computer keypunch machines.

Ability to: read and interpret the most basic engineering data such as maps and as-built plans; research engineering records to obtain requested data; follow oral and written instructions presented in the specialized language of the work unit.