Job Family: Miscellaneous  
Class Series: Technical Assistants/Engineering Technicians  
Grid: 20  
Class Title: Technical Assistant III

I. Level Definition

Positions at this level function as draftspersons and/or graphic illustrators.

II. Typical Duties

(1) Drafting
   (i) obtains information from departments regarding plans for construction, renovations and other projects and prepares preliminary sketches;
   (ii) reviews proposals with the appropriate trades and prepares quantity estimates;
   (iii) prepares detailed drawings;
   (iv) maintains related records;
   (v) trains Technical Assistants I and/or II in drafting procedures.

(2) Graphic Illustration
   (i) prepares drawings of various objects, charts, graphs and diagrams;
   (ii) gathers information from a variety of sources regarding presentation; selects scale, class intervals and symbolization accordingly;
   (iii) trains Technical Assistants I and/or II in drafting procedures.

(3) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, graduation from a recognized program in drafting or graphic illustration plus two years' recent, related experience, or an equivalent combination of education, training and experience.

(2) Skills and Abilities

(i) Ability to communicate effectively both verbally and in writing.
(ii) Ability to deal with others effectively.
(iii) Physical ability to carry out the duties of the position.
(iv) Ability to organize work.
(v) Ability to operate related equipment.