

The Maryland-National Capital Park and Planning Commission

TITLE: Design Technician I GRADE: 16 DATE: 1/12/2017
SERIES: Design & Construction CODE: 3150 EEO: Technicians FLSA: Nonexempt

Class Definition:

Under general supervision, assists Project Managers with project planning, design and management. Prepares graphic presentation materials of an architectural, engineering or landscape architectural nature for public meetings, discussions, visual support activities, and presentations, or directly assists designated Project Manager in the completion of presentations. Produces technical reports featuring graphics, brochures and other products for public meetings and other venues, and creates charts and tables developed from statistics. Uses computer aided design and drafting (CADD) software such as AutoCAD to prepare construction documents and related details, and uses graphic design software such as Adobe Creative Suite for presentation graphics. Analyzes project objectives for graphic presentations, determines materials, and recommends appropriate method(s) and medium (or media) to convey desired effects. Researches and solicits responses from potential vendors, and monitors vendor provided services. The work results in design support products that affect the quality, timeliness and other aspects of final outputs by Project Managers. Applies knowledge of technical methods, hardware and software to support design work. Performs various types of data analyses and makes the full range of design technician calculations. Interacts with people inside and outside the organization to exchange routine and non-routine information. Performs other duties, as assigned.

Assignments are made in terms of requirements and anticipated problems. The incumbent plans and carries out the work in conformance with established policies and procedures and accepted design technician practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), and brings uncommon problems to senior project staff or the supervisor's attention for guidance or resolution. The work is expected to be accurate and is subject to check for conformance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Assists Project Managers by coordinating work for small projects or components of projects, such as topographical and boundary surveys, geotechnical studies, and environmental assessments. Prepares, assembles and maintains comprehensive and organized digital project files, including graphic work and document files. Ensures back-up copies of graphic work. Assists with creating and updating project schedules and cost estimates, as requested. Provides assistance to other staff using AutoCAD, geographic information systems (GIS), other design software and databases, as appropriate. Makes prints, delivers drawings to regulatory agencies, and obtains permits for projects. Uses established tools and processes for project management and coordination, including ePlans, Submittal Exchange, Enterprise

