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

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Resource Planning (ERP) system, Enterprise Asset Management (EAM) system, established business processes, and other applicable policies, procedures and tools. Organizes work and determines methods to be used to complete projects. Routinely communicates and coordinates with project staff regarding project needs, status of work and expectations. Anticipates problems and requests help or input at appropriate intervals to avoid project delays or downtime.

- 2. Performs technical production work by producing architectural, landscape architectural and engineering documents and submittals, as requested, in a timely manner, including presentation drawings and graphics, multimedia presentations, photographs, reports, multi-sheet sets of construction drawings, specifications, as-built plans, cost estimates, permit submissions, and bid documents. Reviews and checks own work, including CADD work, for accuracy to ensure high quality. Performs accurate quantity take-offs and provides technical support to create bid documents. Assists with preparation of cost estimates and schedules.
- 3. Assists with maintaining office technical standards for quality control of in-house AutoCAD and graphic work. Assists with maintaining Division's standard details. Assists with development and maintenance of Division's electronic and paper filing systems. Supports maintenance of technical library.
- 4. Performs site and field reviews. Conducts site visits to parks to perform site inventory work, measurements, site photography, and collection of data. Attends on-site meetings with other staff, as requested.
- 5. Performs purchasing functions by developing scopes of work or obtaining quotes for, and purchasing, supplies, furnishings, software, professional services or equipment, as requested.
- 6. Assists Project Managers with permit applications.
- 7. Makes copies of plans, drawings, and other files to be retained for documentation. Maintains files, as appropriate. Assists with archival record storage and retrieval for large format graphics and record documents.
- 8. Stays abreast of the field of work and associated materials, methods and practices.
- 9. Communicates and interacts with business contacts. Establishes and maintains or enhances working relationships, including teamwork, with internal and external contacts. External contacts include designers, vendors, suppliers, regulators (to pick-up permit submissions) and, at times, members of the public, to provide straightforward information.

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- 10. May perform operator-level maintenance of large format copiers, plotters and related equipment; ensures adequate supplies, ensures adequate vendor maintenance and arranges for repairs.
- 11. Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software to communicate (email), word process (light word processing only), manipulate data, produce technical drawings and graphics, prepare presentations, conduct research (Internet), budget, requisition, plan/schedule, report, and perform other functions.

Important Worker Characteristics:

- A. (1) Knowledge of, and skill in using:
 - The principles, methods, practices and equipment of modern design and drafting including, but not limited to, (a) engineering and architecture practices, symbols and notations, (b) graphic design, CADD and GIS hardware and software to produce artistic renderings and detailed drawings of outdoor spaces and indoor facilities locations, designs, dimensions, etc. from site data, sketches, prints and verbal instructions, (c) large format plan scanners and copiers, and (d) document management systems;
 - CADD standards for engineering and architectural drawings; this includes enhancing them and assisting others in their application.
 - Field safety procedures.

(2) Skill in numerical comprehension and computation sufficient to determine or verify and portray exact elevations, sizes, angles and other design and drafting measurements, and to make other calculations.

(3) Knowledge of Commission organization, policies, and procedures.*

*Typically acquired or fully developed primarily after employment in this job class.

- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include operating a variety of technical equipment; using a full range of projection techniques to produce drawings that are neat, accurate, appropriately dimensioned and logically arranged; helping enforce CADD standards; and applying a variety of mathematical formulae to design and drafting problems.
- C. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand.

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- D. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

- 1. An Associate's Degree in Graphic Design, Computer Aided Technology (in design and drafting), Architecture, Engineering, Landscape Architecture or any related field.
- 2. Two years of progressively responsible experience in engineering and architecture design and drafting that includes substantive work in the range of duties and responsibilities in this class specification.
- 3. An equivalent combination of education and experience may be substituted, which together total 4 years.
- 4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

Working Conditions:

Primarily works in an office, but also works outdoors at field construction sites. Occasionally transports and operates equipment or lifts, carries or otherwise moves or uses objects weighing up to (or requiring force of) 25 pounds on own and heavier objects with assistance or mechanical advantage. Is exposed, incidentally, to inclement weather such as rain and high winds or noticeably hot, cold or humid outdoor conditions and, occasionally, to a variety of potential hazards from driving and working in the field or nearby moving construction equipment. Maintains situational awareness, adheres to established safety procedures, takes care and wears personal protective equipment to minimize potential hazards to self. May be subject to various job demands such as high volume of work and tight deadlines.