

## The Maryland-National Capital Park and Planning Commission

TITLE: Design Technician II      GRADE: 18      DATE: 1/12/2017  
SERIES: Design & Construction      CODE: 3151      EEO: Technicians      FLSA: Nonexempt

### Class Definition:

Under direction, assists Project Managers with project planning, design and management of the full range of design products, and produces or manages some final designs. Prepares graphic presentation materials of an architectural, engineering or landscape architectural nature for public meetings, discussions, visual support activities, and formal or semi-formal presentations, or directly assists designated Project Manager or designer 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. Independently manages small design projects that do not have complex technical requirements or where the scope of responsibility has been predefined including projects such as interior space renovations, land surveys, signage, or playground equipment renovations, often working with project managers, consultants and contractors. Prepares supporting materials for evaluating capital improvement projects (CIP) for existing conditions, feasibility, and scope. 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 and final design products that provide leisure and recreation opportunities for the public. Applies knowledge of engineering, architecture and landscape architecture design support. 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 information, coordinate, obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments. The incumbent independently plans and carries out the work in conformance with these parameters, established policies and procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent keeps the supervisor informed and seeks assistance for highly unusual matters. Work is expected to be effective – the incumbent is held responsible for results, and is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors.

### Examples of Important Duties:

1. Assists Project Managers by planning, managing and coordinating work for small projects or components of projects, such as topographical and boundary surveys, geotechnical studies,

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and environmental assessments. Gathers project information and 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 and engineering 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 Resource Planning (ERP) system, Enterprise Asset Management (EAM) system, established business processes, and other applicable policies, procedures and tools. Plans and organizes work and determines priorities and 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 advanced 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. Supports presentations to Planning Board, County Council, Department management and other parties, or directly assists designated Project Manager in the completion of presentations. Prepares supporting materials for evaluating CIP projects for existing conditions, feasibility, and scope. Analyzes project objectives for graphic presentations, determines materials, and recommends appropriate method(s) and medium (or media) to convey desired effects. Reviews and checks own work, including CADD drafting 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. May download survey data from the survey crew's work into AutoCAD, and edits surveys for graphic consistency and clarity prior to distributing to staff or other receiving parties.
3. Assists with establishing and maintaining office technical standards for quality control of in-house AutoCAD and graphic work. Maintains Division's standard details and keeps current versions available on website. 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 progress meetings

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with other staff as requested. May review as-built plans at the completion of construction for thoroughness, accuracy and compliance with in-house standards.

5. Performs purchasing functions by developing scopes of work or obtaining quotes for, and purchasing, supplies, furnishings, software, professional services or equipment, as requested. Manages related contracts – evaluates proposals, selects consultants or vendors, tracks progress of work, and approves invoices for payments. Consults with supervisor and contract specialist to consider and select purchasing methods in advance.
6. Manages small design and construction projects, which do not have complex technical requirements. These projects may include playground equipment renovations, natural resources inventory, signage and graphic logos, land surveys, or interior space renovations. Where applicable, assembles data and writes requests for proposals for projects. Obtains bids and manages the related projects. May design some of these projects in-house, as directed. Coordinates installation of projects and furniture placement or movements with appropriate personnel.
7. Provides technical guidance to less experienced Design Technicians; may coordinate their activities.
8. Manages Division website development.
9. Assists Project Managers with permit applications. Schedules final building inspections and maintains related files, as appropriate.
10. 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.
11. Stays abreast of the field of work and associated materials, methods and practices.
12. 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, special interest groups or members of the public to provide straightforward information about projects and to coordinate project work effort. Actively listens to ascertain key information, including concerns, wants and needs of others; seeks to obtain agreement and gain compliance.

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13. May perform operator-level maintenance of large format copiers, plotters and related equipment; ensures adequate supplies, ensures adequate vendor maintenance and arranges for repairs.
14. 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 or 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 design intent, 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 – 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.
- (5) 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 establish and 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. Three years of progressively responsible experience in engineering and architectural 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 5 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.