

**SENIOR DRAFTING TECHNICIAN**  
(Architectural)

**DISTINGUISHING FEATURES OF THE CLASS:** This is difficult supervisory or technical work in connection with architectural projects performed in the field, office, or drafting room. Supervision is frequently exercised over engineering aides of lower grades. Assignments are given orally and in writing and are general in nature, affording some opportunities for the use of independent judgment. Work may be checked in progress and is generally checked upon completion by an engineering/architectural supervisor.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Serves as chief of party of a field documentation crew;
- Supervises work, takes notes, makes sketches of work performed, makes contact with the general public, and is responsible for work results and progress of the party;
- Performs supervisory or high level technical drafting work such as that involved in detailing architectural drawings;
- Supervises and participates in the preparation of plans, such as those for buildings and grounds;
- Prepares general and specific purpose maps;
- Checks contract drawings;
- Computes quantities of construction material, work performed and other items;
- Investigates complaints of deteriorated sidewalks and street depressions;
- Inspects contract work in architectural construction;
- Makes preliminary and final estimates on architectural projects;
- Receives records, charts and statistical information of a technical nature;
- Analyzes data as it comes from the field;
- Checks the work of engineering aides and architectural technicians;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles, techniques and practices of architecture;
- Thorough knowledge of the principles, practices and instruments used in architectural drafting;
- Good knowledge of mathematics through trigonometry and its application to architectural computations;

SEE REVERSE

- Working knowledge of personal computers and office equipment;
- Knowledge of construction specifications and plans, and of the regulations relating to architectural construction by contract;
- Skill in the use of architectural instruments and equipment;
- Ability to perform moderately difficult technical computations to make estimates and tests;
- Ability to engage in continuous field work requiring physical stamina;
- Ability to make difficult and technical architectural drawings;
- Ability to establish and maintain effective working relationships with engineering and surveying personnel, contractors and the general public;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Engineering, Construction Technology, Architecture, or Architecture Technology; **OR**
- b) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Engineering, Construction Technology, Architecture, or Architecture Technology and two (2) years of experience in drafting or architectural design; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Revised: 11/30/94  
8/30/95  
3/20/01