

## **CLASS TITLE: SENIOR GRAPHICS SPECIALIST**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs complex graphics functions utilizing a multi-tasking computer-aided drafting system or mapping software; and other related assigned duties.

### **ESSENTIAL TASKS:**

- Coordinates and reviews atlas updates for design sections, field crews, and other users
- Creates models using 3D parametrics or other advanced techniques to simulate engineering standards or projects
- Utilizes Computer-Aided Design/Drafting systems(CADD), Geographic Information Systems (GIS) and Electronic Document Management systems (EDM) to assemble, analyze, and present data for engineering projects
- Utilizes advanced AEC CADD software applications to perform digital terrain modeling, cut/fill calculations, area/volume calculations, and routine estimates of work for engineering projects
- Prepares detailed graphics for engineering, including plan/profile layouts and cross-sections and interprets survey notes
- Maintains project status logs and report time spent on projects
- Maintains and configures plotters, scanners, and other computer equipment
- Creates thematic maps from data query and analysis
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree or sixty (60) college hours in mapping/geography, civil engineering/surveying, computer science/graphics, computer drafting, or related field, and two (2) years of graphics experience, including one (1) year as a Graphics Specialist; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128. Refer to the Graphics Specialist Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods, materials, and instruments used in both traditional and Computer-Aided Drafting and Design (CADD); good knowledge of GIS and EDM software, word processing, graphics, and database software; comprehensive knowledge of drafting, documentation, and filing; comprehensive knowledge of the techniques and terminology of civil engineering, geography, surveying, legal descriptions, mapping and coordinate systems; and comprehensive knowledge of atlas and plat posting standards, techniques, and procedures. Ability to make engineering calculations of moderate complexity; ability to be accurate and detail-oriented and to demonstrate proficient operation of a computer graphics workstation; ability to work independently as well as part of a team; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone, and drafting equipment; occasional lifting, carrying, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and sometimes in low-lighted areas; and requires some travel to various locations to verify information, research records and/or perform fieldwork.

**Class Code: 3518**

**EEO Code: N-03**

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**Pay Code: AT-28**

**Group: Engineering, Planning and Technical**

**Series: Subprofessional Engineering and Technical**

**Effective Date: December 8, 2005**