

CLASS TITLE: ENGINEERING GRAPHICS COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for technical, administrative, and supervisory work in a specialized applications/systems environment; coordinates maintenance of graphic and database information for an engineering division; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises technical staff engaged in engineering graphics work
- Promotes the services of the engineering graphics pool
- Provides training and support for computer-aided drafting and design (CADD) users
- Provides technical assistance to engineering staff in use of CADD system
- Responsible for maintenance of graphics, standard engineering drawings and database information for water, sanitary sewer, storm water and street atlases in some positions
- Coordinates preparation of construction drawings, study maps, charts and graphs
- Reviews graphic work for accuracy and quality
- Enforces compliance with City and department procedures, standards and guidelines for computer usage
- Coordinates budgeting and purchasing of drafting/graphics supplies and equipment for an engineering division and ensures budget compliance in some positions
- Prioritizes, plans, supervises, trains, monitors, evaluates and rates the work of subordinates, investigating and resolving conflicts
- Researches, plans and implements procedures to maximize productivity of CADD system
- Acts as graphics information liaison, promoting departmental cooperation in providing access to CADD programs
- Prepares budget and monitors compliance in some positions
- Develops special studies/projects including research, production and implementation
- 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 a bachelor's degree in geography (or another related field) with an engineering option or additional engineering courses; and four (4) years of progressively responsible experience with computer-aided drafting/geographic information systems and engineering graphics or an equivalent combination of training or experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Comprehensive knowledge of computer-aided drafting and design procedures, hardware devices, CADD software applications, relational databases, UNIX and Windows operating systems and networks; and comprehensive knowledge of methods, materials and instruments used in manual and computer aided drafting; and knowledge of engineering and geographic concepts. Ability to supervise, plan and direct computer-aided/manual drafting and geographic information personnel; ability to plan, implement and troubleshoot CADD system enhancements; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 60 pounds; may be subject to walking, standing, sitting, reaching, handling and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operators License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

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Class Code: 1108

EEO Code: E-02

Pay Code: EX-44

Group: Clerical and Administrative

Series: Data Processing and Information

Effective Date: January 12, 2006