

## **CLASS TITLE: GRAPHICS SPECIALIST**

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

### **ESSENTIAL TASKS:**

- Performs complex atlas updates, creates atlas details and performs research on atlas issues
- Creates graphics, maps, and diagrams to support engineering projects and presentations
- Verifies complex plats by interpreting legal descriptions and updates base Atlas
- Redraws or redesigns standard drawings
- Prepares detailed graphics for engineering including plan/profile layouts, contours, cross-sections, and survey notes
- Maintains project status logs and report time spent on projects
- Maintains plotters, scanners, and other computer equipment
- Prepares and distributes customized data for consultants
- 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 in mapping/geography, civil engineering/surveying, computer science/graphics, computer drafting, or related field, or sixty (60) college hours and one (1) year as a Graphics Assistant for internal candidates; 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 the techniques and terminology of civil engineering, geography, surveying, mapping and coordinate systems. Ability to make engineering calculations of moderate complexity; ability to read and interpret complex legal descriptions; ability to be accurate and detail-oriented; ability to operate proficiently a computer graphics workstation; ability to work independently as well 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. Skill in performing a wide variety of drafting work using computer-aided drafting techniques.

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: 3517**

**EEO Code: N-03**

**Pay Code: AT-23**

**Group: Engineering, Planning and Technical**

**Series: Subprofessional Engineering and Technical**

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**Effective Date: December 8, 2005**