

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Drafting Technician II  
Code: 15073  
Salary Grade: 55  
FLSA Status: Non-Exempt  
Department/Division: Center for Archeological Research  
Reports To: Director, Center for Archeological Research

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## *Summary*

- Function: To provide skills in performing manual and computer-aided drafting and/or design work.
- Scope: Responsible for the application of manual and computer based drafting techniques in the preparation of drawings for mechanical, electrical engineering, geological, architectural, civil engineering, or archeological drafting.

## *Duties*

- Typical:
  1. Creates graphics of archaeological sites. Duties includes drawings of unit profiles and plan views, artifacts, artifact locations, skeletal remains, structures, and foundations. Prepares maps of archaeological site/unit locations and soil/vegetation types.
  2. Scans artifacts, maps, photographs, and drawings into electronic images; modifies and repairs scanned images.
  3. Drafts and traces topographic, geological maps and archeological maps. Prepares cross sections, diagrams, contours, isopach maps and charts.
  4. Performs other duties as assigned.
- Periodic:
  1. Screens prospective employees.
  2. Assists in the preparation of reports and special budgets.
  3. Recommends the purchase of drafting supplies and equipment.

## *Education*

<b>Required</b>	<b>Preferred</b>
High school graduation or GED.	College level mechanical drawing engineering or geology courses.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years of experience in mechanical or engineering drafting.	Four or more years of similar experience.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Use of standard computer equipment and other types of drafting equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Office conditions or outdoors, depending on field of specialty.	Work in many departments requires exposure to outside weather and outdoor work.

***Supervision***

<b>Received</b>	<b>Given</b>
General instructions as to what is desired, but work is performed independently.	Detailed supervision over other draftsmen

***Accuracy***

Accuracy in following oral instructions and rough sketches and notes.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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