



## JOB DESCRIPTION – DRAFTER TECHNICIAN

Department: Engineering  
Reports To: Engineering Supervisor

TELEPHONE DIVISION  
FLSA Status: Non-Exempt

**Job Summary:** This position is responsible for the development, preparation, application and maintenance of all engineering maps, staking sheets, schematics, miscellaneous drawings and records.

### Essential Job Duties and Responsibilities:

- Responsible for the implementation, operation and maintenance of GPS and CAD equipment and associated software, as well as miscellaneous copiers and plotters.
- Assist in the implementation, development and maintenance of an automated computerized record system including but not limited to maps, staking sheets, schematics and miscellaneous drawings and records.
- Assist in the preparation and processing of work orders, projects, department and company budgets, and cost estimates. Prepare cable route diagrams, wiring diagrams, assembly diagrams, detail drawings, schematics, and layout drawings as required.
- Process all completed projects and work orders through a close out process and post all new or changed information to related drawings and records.
- Assist in the development, implementation, and maintenance of site and surveys, subdivision plots, building plans, rights-of-way surveys and plots.
- Assist in the preparation of various survey drawings for permitting agencies.
- Responsible for the development, implementation, operation and maintenance of an organized records system.
- Responsible for copying and processing of maps, staking sheets, schematics, miscellaneous drawings and records.

### Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job function or as assigned.
- Promote 3 Rivers' products and services.
- Consistently comply with CPNI (Customer Proprietary Network Information) rules.

### Knowledge, Skills, and Abilities:

- Knowledge of:
  - Company policies, procedures, products and services.
  - General office practices and procedures.
  - Must be able to read, interpret, and use RUS standards.
  - Must have a good proficiency with CAD system hardware and software, and their application.
  - Computer based programs.
  - Time management and organizational skills.

**General Company Requirements:**

- Work independently and be a team player within the department and the organization.
- Exhibit exceptional organizational skills and be a problem solver.
- Communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
- Work completely and accurately under time constraints and deadlines.
- Work in a fast pace environment and prioritize multiple work assignments.
- Provide excellent customer service.
- Help promote a safe working environment by following safety procedures.
- Occasional travel may be required.

**Education and Experience:**

*Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be; Degree from a recognized CAD training facility or equivalent. This position requires 5 years experience in drawing/designing.*

**Physical and Other Requirements:**

This position may require 8 to 10 hour days, flexible hours and some weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements	0-24%	25-49%	50- 74%	75-100%
Seeing: Must be able to read maps, staking sheets, reports, and use computer.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:		X		
Climbing/Stooping/Kneeling:		X		
Lifting/Pushing/Pulling:	X			
Fingering/Grasping/Feeling:				X

**Working Conditions:**

*This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.*

Good working conditions with the absence of disagreeable conditions, aside from travel.

**Additional Information:**

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. 3 Rivers reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

**3 Rivers is proudly an Equal Opportunity – Affirmative Action Employer.**

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Employee Acknowledgement  
Effective Date: August 1, 2009

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Date