**Class Summary**

The responsibilities of this classification include performing technical or engineering support duties for wastewater treatment and conveyance projects. Incumbents are responsible for performing a wide variety of drafting assignments and may assist engineering personnel in field surveys and inspections.

**Distinguishing Characteristics**

This is the first level within a five-level classification series. The Wastewater Assistant Designer classification is distinguished from the Wastewater Designer classification in that incumbents within the Designer classification independently perform engineering drafting and design duties with minimal direction and guidance.

**Examples of Duties**

1. Prepare preliminary drawing markups using automated computer-aided design (CAD) system(s).
2. Develop drawings through field notes, survey dimensions, and mathematical computation.
3. Take on-site measurements. Record field notes and other field reports.
4. Produce initial graphic layouts and sketches for projects involving modifications and repairs under supervision and with the instruction of an engineer.
5. Prepare drawings, permit maps, charts, and other visual aids for public information displays, legal proceedings, and County Council meetings as required.
6. Update drawing files and other documents.
7. Perform a wide variety of tasks assigned to provide technical and professional staff support.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of CAD drafting and graphic techniques for a multi-discipline environment

Ability to work independently with minimal supervision and as a team member

Ability to exert physical dexterity to accumulate field data for the preparation of detailed engineering drawings

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to effectively exchange information, problem solve, and use collaborative processes to successfully execute projects involving a diverse group of individuals from a matrixed organization

Skill in written and oral communication

Demonstrated proficiency with business applications, such as Microsoft Office suite and automated computer-aided design (CAD) systems

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Wastewater Designer-Assistant, Wastewater Designer, Wastewater Designer-Senior, Wastewater Designer-Lead, Wastewater Designer-Supervisor |
| **Class History** | 01/1993 – Created |

10/2024 – Updated content and re-titled