



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

TECHNICAL ILLUSTRATOR I

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 38 Job #: XA57
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JOB SUMMARY

This is the intermediate level position performing Technical Illustrator I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level apply basic technical illustration skills while developing specialized skills in procedures, operations, techniques, tools, materials and equipment appropriate to area of specialization. The work consists of duties that involve creation of routine maps, illustrations, schematics, plans and profiles in support of operational and administrative manuals and online information systems. Procedures and guidelines for doing the work are followed. The employee uses initiative in carrying out routine assignments. The work involves interpreting data, planning the work and communicating with supervisor or lead and customers to define and execute job requirements. The work requires review of existing source material, consultation with subject matter experts, utilizing established techniques to create illustrations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: None

JOB DUTIES

1. Conceptualizes from engineering drawings and photos to create technical illustrations in a different orientation or view point than the view point shown in the source materials.
2. Designs, prepares, and revises technical illustrations for operations manuals, administrative manuals, displays, and exhibits for print and on-line media using specialized technical illustration, graphic design, photo editing, and file management software, and graphic input/output devices.
3. Interviews field personnel, engineers, and vendors to interpret needs, receive assignment criteria and confer on timelines for a variety of assignments to produce final products.
4. Selects and evaluates input, including engineering drawings, manufacturer and vendor drawings, specifications, photographs, supporting files, operators' verbal and written input, and other assignment-related information.

5. Assists with identifying technical resources for the production of graphic designs, isometric drawings, exhibits, and on-line media.
6. Performs other related Technical Illustrator job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and four years of relevant experience; or an equivalent combination of education and experience.

Required Knowledge of: Specialized state-of-the-art software for technical illustration and graphic design; publishing, photo editing, file management software and standard office applications; technical illustration techniques including isometric, perspective, and orthographic projections; contemporary graphic design principles, color theory, and font usage; input/output devices; offset printing; digital photography; and current office technology and equipment.

Required Skills and Abilities to: Problem solve; read and interpret engineering drawings and specifications; effectively communicate in both verbal and written form verbal and written communication; develop and maintain effective working relationships; efficiently organize and manage time; use basic features of state-of-the-art technical illustration, graphic design, and photo editing software; perform manual art production; use standard office applications; conceptualize from engineering drawings and photos to create technical illustrations in a different orientation or view point than the view point shown in the source materials; work as part of a team; comprehend technical processes; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

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Revised:

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PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is usually sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. Infrequent trips to field sites may occur where the work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, or machines, or irritant chemicals; etc.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, or vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

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