



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

TECHNICAL ILLUSTRATOR II

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 43 Job #: XA58
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JOB SUMMARY

This is the journey level position performing Technical Illustrator II job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in the development of complex technical illustrations. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or priorities.

Supervision Given: None

JOB DUTIES

1. Conceptualizes from engineering drawings and photos to create complex technical illustrations including multiple views, detail views and cutout views in a different orientation or view point than the view point shown in the source materials.
2. Designs, prepares, and revises highly complex technical illustrations and interactive attributes for use in online information systems, operations and administrative manuals, displays, and exhibits for print and on-line access using specialized technical illustration, graphic design, photo editing, and file management software, and graphic input and output devices.
3. Consults with technical writing and field management staff to establish priorities, workflow and resource requirements and update statement of work. Consults with field personnel, engineers, vendors, and management to interpret specific needs, make recommendations, review documentation criteria, collaborate on feasibility, and confer on establishment of timelines for a variety of complex technical illustration assignments.
4. Establishes criteria for standard formats. Selects and evaluates input, including engineering drawings, manufacturer and vendor drawings, specifications, photographs, files, operators verbal and written input, and other assignment-related information. Researches and evaluates supporting specification and contract documentation. May delegate segments of assignments to lower classification for completion.

5. Coordinates workflow, production timelines, and technical resources for the production of graphic designs, isometric drawings, exhibits, and on-line media.
6. Researches, evaluates, and recommends isometric and other related drawing software requirements. Works with graphics staff to integrate design applications into workflow.
7. 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 seven years of relevant experience; or an equivalent combination of education and experience; or three years in a MWD Technical Illustrator I classification.

Required Knowledge of: Image development for online information systems, specialized state-of-the-art software for technical illustration and graphic design; publishing, photo editing, file management software and standard office applications; advanced technical illustration 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: Effectively analyze complex or unusual situations and issues; read and interpret engineering drawings and specifications; effectively communicate in both verbal and written form; develop and maintain effective working relationships; efficiently organize and manage time; use advanced 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 complex technical illustrations in a different orientation or view point than the view point shown in the source materials; work independently and as part of a team; comprehend technical processes; lead and train; 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

Job Title: Technical Illustrator II

Job Code: XA58

Adopted: 03/11/13

Revised:

Supercedes:

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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.