



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## DESIGNER II

<b>Group-Section:</b> Engineering Services Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 35 <b>Job #:</b> XA12
--	--	---

### JOB SUMMARY

This is the intermediate level position performing Designer II job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level apply basic skills while developing specialized skills in procedures, operations, techniques, tools, materials and equipment appropriate to area of specialization. Established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

### OVERSIGHT

**Supervision Received:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Supervision Given:** None

### JOB DUTIES

1. Learns and assists with reviewing design work to ensure conformance with codes and standards.
2. Learns and assists with reviewing presentation, detailing, and organization of drawings.
3. Prepares conceptual, preliminary, and final drawings.
4. Learns and assists in performing project facility site planning.
5. Learns and assists with gathering and compiling cost and schedule data from multiple disciplines for project budget and schedule.
6. Assists in providing project quality assurance and quality control review for conformance with drawing design standards.

7. Assists with preparing and updating drawing design standards.
8. Assists with conducting research, data collection, and presenting technical data and findings.
9. May participate on a project team.
10. Performs other related Designer job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** High school diploma or general education development test (GED) and two years of increasingly responsible, relevant experience; or one year of relevant experience and twelve quarter units or eight semester units from an accredited college, university, or vocational school.

**Required Knowledge of:** Design drawing practices, procedures and standards in area of responsibility; mathematics including algebra, geometry and trigonometry; facility design and layout; applicable codes and regulations; construction and fabrication practices; computer aided drafting software; and current office technology and equipment.

**Required Skills and Abilities to:** Perform calculations; interpret data; use computer aided drafting software; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; 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

### **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 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. No special physical demands are required to perform the work.

Job Title: Designer II

Job Code: XA12

Adopted: 03/11/13

Revised:

Supercedes:

Page 2

**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, libraries, and residences or commercial 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.