

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5166

**TITLE:** SUPERVISING DRAFTER

**GRADE:** S-20

**DEFINITION:**

Under direction to participate in and supervise the work of a group of drafters engaged in engineering, map or property description drafting work; to make technical computations; and to do related work as required.

**TYPICAL TASKS:**

Assigns, supervises and reviews work of drafters in drafting maps, preparing property descriptions, preparing engineering drawings of structures and equipment;  
Plans and lays out work schedule for the section;  
Does highway and interchange positioning and drafting;  
Makes computations involving the use of algebra and trigonometry;  
Computes drainage needs and the capacity of existing facilities to handle drainage;  
Locates and establishes metes and bounds and location of properties as described in recorded deeds;  
Assists in the preparation of cost estimates;  
Prepares cross-sections and profiles;  
Assists the general public with mapping problems.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of drafting methods and instruments and skilled in their use;  
Ability to use logarithmic, trigonometric, and curved data tables and methods;  
Ability to understand and interpret legal property descriptions, the terminology and practices used in describing property parcels, engineering drawings, records, maps and field notes;  
Ability to prepare neat and accurate tables, charts, and graphs;  
Ability to supervise and work with others.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from high school and four years of drafting experience.

REVISED and RETITLED: February 14, 1986