

Job Posting #:

Job Title: DRAFTSPERSON IV - 543173

Department: Parks

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

#### DUTIES AND RESPONSIBILITIES:

Reporting to the Manager of Parks Development, this position will perform technical drafting services and field inspections. Drafts, updates and prepares sketches and drawings from engineering, surveying or architectural notes. Examines closely fine detail using AutoCAD. May also prepare conceptual drawings for special projects. Prepares estimates for tenders. Communicates with consultants and contractors to obtain cost information. Review projects on an ongoing basis to ensure estimates are being adhered to and oversee the work of the contractors involved. Performs on-site visual inspections of parks and facilities. Conducts surveys such as topographic and layout work. Reduce survey notes and prepare design/drawings from the information collected. Contacts consultants and contractors to obtain cost information on projects. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

#### QUALIFICATIONS:

- Must have a two (2) year Diploma from a recognized Community College in a Certified Engineering Technologist program or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in computer drafting, civil engineering or architectural environment;
- Must be certified or be eligible for certification as an Engineering Technician with OACETT;
- Must hold and maintain a current valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purpose of operating a City of Windsor vehicle and must provide a driver's abstract as a condition of employment;
- Must have an in-depth knowledge of computer applications as applied to architectural or engineering applications including the ability to operate word processing, spreadsheet, database management and AutoCAD software;
- Must be capable of training others in computer applications, working in a team atmosphere and with minimal supervision;
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#### WORKING CONDITIONS:

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#### PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a light level of work.

**POSTING SPECIFICS:**

**Who May Apply:**

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

**Apply To:**

In person to the Human Resources Department

**Update:**

By Human Resources on February 1, 2017.

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In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.