

POSITION: Draftsperson IV**JOB POSTING #: 543173****DEPARTMENT:** Parks & Facilities Operations**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543173**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.11**SHIFT WORK REQ'D:****SALARY RANGE:** \$24.36 - 28.66 (2012 rates)**HOURS PER WEEK:** 37.50**DUTIES:**

Performs technical drafting services and field inspections for the Parks & Recreation Department. 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. Performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus a two (2) year diploma from a recognized Community College in Certified Engineering Technologist or Ontario Ministry of Education equivalencies;
- Must be certified or be eligible for certification as an Engineering Technical with OACETT;
- Must have over six (6) months experience in computer drafting, in a civil engineering or architectural environment;
- 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.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. 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 or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on February 28, 2012