

DOMINION TRANSMISSION, INC. AND DOMINION HOPE

JOB DESCRIPTION

TITLE: Draftsperson, Sr.

CODE NO.: 34104

GRADE: 010

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Using manual and computerized drafting techniques under general supervision, perform a variety of moderately complex and difficult drafting assignments in making sketches, drawings, maps, graphs, and charts to assist in developing the design of corporate facilities or in keeping up-to-date drawings, maps, diagrams, and other pertinent records of corporate facilities and operations.

ASSIGNED DUTIES:

1. Prepare moderately complex design drawings for new construction, repair, or renovations to various corporate facilities using specifications, sketches, manufacturer's drawings and similar source materials.
2. Prepare drawings of property, pipeline systems well plats, mine plats, oil and gas field, topography, graphs, and charts, as assigned, using maps, records, and legal descriptions, survey notes, or similar source materials.
3. Keep drawings, maps, diagrams, files and similar records up-to-date.
4. Consult closely with engineering staff on development of plans and designs to insure proper interpretation of engineering concepts.
5. May make and/or check engineering calculations.
6. May be assigned to assist engineers and surveyors in all phases of field work.
7. Operate PC/CAD/CAM systems, calculator, etc., as required to accomplish assigned duties.