

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Tracer
CODE NO.: 34183
GRADE: 005
REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Under close supervision, using manual and computerized drafting techniques, perform a variety of routine drafting duties relative to the preparation of tracings, simple drawings, maps, and survey plots as directed.

ASSIGNED DUTIES:

1. Copy plans and drawings prepared by others.
2. Perform routine drafting duties in the preparation of simple sketches, graphs, charts, etc., in line with training.
3. May assist in making and/or checking engineering calculations and various phases of related field work as required.
4. May operate adding machine, calculator, etc., and perform other routine assignments as directed.
5. Utilize a computer, CAD, or automated mapping system to perform the above.