

**DOMINION TRANSMISSION, INC. AND DOMINION HOPE**

**JOB DESCRIPTION**

**TITLE:** Draftsperson

**CODE NO.:** 34125

**GRADE:** 007

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Using manual and computerized drafting techniques under close supervision, perform a variety of routine and semi-routine drafting assignments in making drawings, sketches, maps, survey plots, graphs, and tracings as required.

**ASSIGNED DUTIES:**

1. Make drawings, diagrams, graphs, etc., from rough or detailed sketches furnished by engineers, design draftspersons or others.
2. Prepare maps from legal descriptions and survey notes as required.
3. Assist engineers and surveyors in making or checking engineering calculations and various phases of field work as directed.
4. Operate personal computer, CAD, Automated Mapping System, calculator, etc., as required in accomplishing assigned duties.
5. Perform various other related duties as required.