

**Class Title:** Cook 1  
**Class Code:** 42351

**Bargaining Unit:** C05 – AFSCME

**Major Agencies:** Education – Deaf School & Blind School, Mental Health, Mental Retardation/Developmental Disabilities, Youth Services, Veterans' Home

**Series Purpose:**

The purpose of the cook occupation is to prepare, cook & serve foods in production quantities in an institutional setting.

At the first level, incumbents prepare & cook foods & desserts, make salads, set up food lines & serve food.

At the second level, incumbents provide work direction & training over lower-level cooks & prepare, cook & serve foods.

**CLASS CONCEPT:**

The first full performance level class works under general supervision & requires considerable knowledge of food preparation, sanitation & storage & operation of food service equipment in order to prepare, cook & serve food.

**JOB DUTIES IN ORDER OF IMPORTANCE:**

**(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Operates commercial/standard kitchen equipment to cook foods, mixes salads, makes desserts, dressings & breads, prepares hot & cold beverages & special menu foods, slices meat & cheese, makes sandwiches, assembles fruit plates & relish trays & cleans & cuts vegetables & meats before cooking & mixing.

Sets up food lines; portions food on serving lines; sets up trays & carts; packs food for delivery to dining areas & storage.

Cleans work area, equipment & utensils.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of food preparation, sanitation & storage; addition, subtraction, multiplication & division. Skill in operation of kitchen equipment. Ability to understand system of procedures; read recipes; lift up to 50 lbs.

(\* Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division; 3 mos. trg. or 3 mos. exp. in food preparation, sanitation & storage & use of food service equipment in institutional, school or restaurant setting.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable

**UNUSUAL WORKING CONDITIONS:**

Exposed to varying temperatures (e.g., freezers; hot ovens) & sharp utensils; may work early or rotating shifts &/or weekends; may be exposed to hostile consumers, residents or youths &/or infectious diseases.

Revision Date: May 5, 2008

**Class Title:** Drafting Coordinator  
**Class Code:** 84113

**Bargaining Unit:** CO7 - AFSCME

**Major Agencies:** Transportation, Administrative Services, Adjutant General, Natural Resources

**Series Purpose:**

The purpose of the drafting technician occupation is to provide a supportive service to engineers, architects & administrators by performing drafting activities necessary for completion of design projects.

At the lowest level, incumbents perform routine drafting work, design minor alterations to plans, compute estimates & perform basic engineering calculations.

At the middle level, incumbents draft preliminary plans & working drawings & perform limited design & engineering calculations.

At the highest level, incumbents coordinate drafting work, perform major plan revisions, prepare final plans & serve as lead worker by providing work direction & training to drafting technicians.

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of drafting & design technology & skill in use of various drafting instruments in order to coordinate drafting work, perform major plan revisions (i.e., change orders), design details (e.g., approaches, pavement, minor structures) & prepare final plans & serve as lead worker (i.e., provide work direction & training) over drafting technicians in performance of drafting activities for design projects.

**JOB DUTIES IN ORDER OF IMPORTANCE:**

**(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Serves as lead worker (i.e., provides work direction & training) over lower-level drafting technicians in all phases of preparing & drafting design projects, coordinates drafting & design work to ensure all interested parties are informed regarding status of project, ensures survey crews are furnished with pertinent data, performs final drafting work (e.g., checks for conformance with specifications & does final revisions), performs major plan revisions (i.e., change orders) reviewed by engineers & designs details (e.g., approaches, pavement, minor structures).

Performs engineering calculations, prepares detailed estimates; performs drafting work & prepares final plans (e.g., plots & drafts from survey notes; prepares sketches & details).

Reviews & checks plans & specifications to conform with standard engineering procedures & state regulations; maintains drafting equipment & inventory of drafting supplies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of drafting & design technology; employee training & development\*; mathematics to include geometry. Skill in use of computer & computer aided design & drafting techniques. Ability to apply descriptive geometry; deal with problems involving several variables within familiar context.

(\* )Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in drafting & design technology; 12 mos. exp. in drafting & design.

-Or 24 mos. exp. in drafting & design to include use of various drafting instruments, descriptive geometry & interpretation of engineering drawings.

-Or 6 mos. exp. as Drafting Technician 2, 84112.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

On-job seminars & workshops.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

Revision Date: May 9, 2008

**Class Title:** Drafting Technician 1  
**Class Code:** 84111

**Bargaining Unit:** C07 - AFSCME

**Major Agencies:** Transportation, Administrative Services, Adjutant General, Natural Resources

**Series Purpose:**

The purpose of the drafting technician occupation is to provide a supportive service to engineers, architects & administrators by performing drafting activities necessary for completion of design projects.

At the lowest level, incumbents perform routine drafting work, design minor alterations to plans, compute estimates & perform basic engineering calculations.

At the middle level, incumbents draft preliminary plans & working drawings & perform limited design & engineering calculations.

At the highest level, incumbents coordinate drafting work, perform major plan revisions, prepare final plans & serve as lead worker by providing work direction & training to drafting technicians.

**CLASS CONCEPT:**

The developmental level class works under immediate supervision & requires working knowledge of drafting & design technology in order to perform routine drafting work (e.g., traces, inks, letters, sketches), design minor alterations to plans, compute estimates & perform basic engineering calculations (e.g., earthwork, pavements, grading).

**JOB DUTIES IN ORDER OF IMPORTANCE:**

**(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Details plans & profiles, performs routine drafting work necessary for completing plans (e.g., sketches, traces, inks & letters), designs minor additions or changes to plans under close review & interprets & plots field survey notes.

Performs basic engineering calculations under supervision (e.g., earthwork, pavements, grading); computes preliminary material estimates; assists in field surveys.

Designs & prepares charts, graphs & maps for special engineering studies &/or public displays as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of drafting & design technology; mathematics to include geometry. Skill in use of computer & computer aided design & drafting techniques\*. Ability to deal with problem involving several variables within familiar context; cooperate with co-workers.

(\* )Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in drafting & design technology.

-Or 12 mos. exp. in drafting & design position to include use of various drafting instruments, descriptive geometry & interpretation of engineering drawings.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

On-job seminars & workshops.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

Revision Date: May 9, 2008

**Class Title:** Drafting Technician 2  
**Class Code:** 84112

**Bargaining Unit:** C07 - AFSCME

**Major Agencies:** Transportation, Administrative Services, Adjutant General, Natural Resources

**Series Purpose:**

The purpose of the drafting technician occupation is to provide a supportive service to engineers, architects & administrators by performing drafting activities necessary for completion of design projects.

At the lowest level, incumbents perform routine drafting work, design minor alterations to plans, compute estimates & perform basic engineering calculations.

At the middle level, incumbents draft preliminary plans & working drawings & perform limited design & engineering calculations.

At the highest level, incumbents coordinate drafting work, perform major plan revisions, prepare final plans & serve as lead worker by providing work direction & training to drafting technicians.

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of drafting & design technology & skill in use of various drafting instruments in order to prepare preliminary plans & sketches, perform limited design work (i.e., design minor details & alterations to plans independently & in cooperation with engineers; make preliminary design recommendations when assigned) & perform engineering calculations.

**JOB DUTIES IN ORDER OF IMPORTANCE:**

**(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Drafts preliminary plans & working drawings from survey notes & data, prepares detailed sketches & performs field surveys as necessary.

Prepares proposed & final plans (e.g., inks, letters); reviews work to conform with standard engineering procedures & state codes.

Performs limited design work (i.e., designs minor details & alterations to plans independently & in cooperation with engineers; makes preliminary design recommendations when assigned).

Performs engineering calculations (e.g., earthwork, grading, square footage); computes involved cost & material estimates; assists in field surveys & special studies as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of drafting & design technology; mathematics to include geometry. Skill in use of computer & computer aided design & drafting techniques. Ability to deal with variety of variables in somewhat familiar context; apply descriptive geometry; cooperate with co-workers.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in drafting & design technology; 6 mos. exp. in drafting & design position.

-Or 18 mos. exp. in drafting & design position to include use of various drafting instruments, descriptive geometry & interpretation of engineering drawings.

-Or 6 mos. exp. as Drafting Technician 1, 84111.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

On-job seminars & workshops.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

Revision Date: May 9, 2008