

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 12:00 PM
To: Brown, Kevin
Subject: Job Description: CAD Manager I (E11)

Job Description

CAD Manager I (E11)

Grade:

Reports To
(title): **Technical Manager**

MAJOR FUNCTION / ROLE General purpose of the job; major expected results.

In coordination with technical manager, provides supervision of a computer-assisted drafting and design group in support of the technical services of the company.

JOB DUTIES Typical duties and responsibilities of job.

- Coordinates tasks between technical professionals and computer-assisted drafting and design group.
- Organizes and reviews schedules of tasks to establish priority of work assignments.
- Assigns tasks to CAD technicians based on staff ability and task priority.
- Determines needs for additional standards and symbols to meet specialized requirements of a particular project or to facilitate or improve CAD utilization. Assigns CAD technicians to create symbols and/or write procedures and distributes these to other CAD users inside and outside his/her department.
- Reviews work flow process to verify consistency of end product with CAD and project standards.
- Diagnoses equipment and software problems and corrects or obtains technical assistance.
- Trains lower level technicians and/or other personnel interested in learning to operate CAD equipment.
- Monitors workload, staffing and equipment to help unit manager determine needs of the department.
- Assists project managers to develop Project Control Plans that ensure all CAD related functions that may affect project quality and completion are identified to and provided for all project team personnel. These functions may include, but are not limited to software or hardware configurations, software tools and shortcut routines, or training of project personnel for CAD processes critical to individual projects.
- Performs other such duties as the supervisor may from time to time deem necessary.

SCOPE Aspects that help define or distinguish level of work and its importance to the organization.

COMPLEXITY (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Performs varied and highly complex computer-aided drafting and design work. Incumbents at this level regularly exercise judgment and exhibit a high degree of sophistication and expertise both in design work and equipment knowledge.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):
Work is performed under general supervision, in accordance with established procedures. Consistently exercises discretion and judgment in coordinating tasks, organizing workflow and establishing priorities to meet project schedules. Conducts training and reviews staff performance.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):
Supervises and reviews the work of CAD technicians and CAD designers. Initiates or recommends personnel actions.

INTERNAL CONTACTS (Required interaction/relationship with others within the organization):
Internal contacts may include technical professionals and managerial personnel at various levels within and outside his/her department to organize project and discuss design specifications and requirements.

EXTERNAL CONTACTS (Required interaction/relationship with others outside the organization):
May have contact with clients and vendors such as reproduction, blueprinting or computer repair and maintenance services.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's degree in technical field or high school plus five years of specialized technical training, such as is obtained in a vocational or technical school. Formal CAD training preferred. Generally requires minimum ten years of experience in a combination of technician, and/or CAD technician or designer positions, at least three years of which should have been working at a prior level within PBS&J. May also require experience in the particular discipline supported.

SPECIAL SKILLS

Good technical judgment and interpersonal skills, ability to work independently and to give work direction to others. Expertise in CAD software required. Must demonstrate a working knowledge of troubleshooting and repairing CAD related problems that are both hardware & software related. Should demonstrate some knowledge of the most current CAD software and hardware technology and how short-term technological advancements may impact current workflows.

PROFESSIONAL REGISTRATIONS

None.

COMPETENCIES

General Competencies expected of all Professionals and Managers at PBS&J are as follows: Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality, and Teamwork.

OTHER

Job requires ability to process paper and electronic documents and operate computer equipment; ability to perform mathematical calculations, follow specifications, interpret and convert data into computerized designs, troubleshoot equipment/software problems, and provide training and supervision to others.

