

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 11:59 AM
To: Brown, Kevin
Subject: Job Description: CAD Technician I (N07)

Job Description

CAD Technician I (N07)

Grade:

Reports To (title): **Sr Technical Professional, CAD Manager, or Technical Manager**

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

Under close supervision, performs computer-assisted drafting to support the technical services of the company.

JOB DUTIES Typical duties and responsibilities of job.

- Uses CAD system to enter the required data, such as precise measurements and commands, in order to generate construction drawings, renderings, report graphics and other digital images.
- Prepares layouts, drawings and designs, from detailed sketches and/or drawings made by technicians, designers or technical professional, converting paper documents into computerized files.
- Uses CAD to redesign, modify, or otherwise edit existing design.
- Makes minor mathematical calculations.
- Checks final drawing to verify completeness, clarity and accuracy of drawing.
- Operates plotter to transfer developed drawings to an appropriate medium.
- Performs such other 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 computer-aided drafting and design work of simple to moderate complexity. Incumbents at this level typically work from paper drawings only, not from specifications.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):
Work is performed under close supervision, in accordance with established procedures.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):
Work direction of others is not typical at this level.

INTERNAL CONTACTS (Required interaction/relationship with others within the organization):

Internal contacts may include technical professional personnel at various levels within and outside own department to receive explanation of work required.

EXTERNAL CONTACTS (Required interaction/relationship with others outside the organization):

May have occasional contact with vendors such as reproduction, blueprinting or computer repair and maintenance services.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

High school plus training such as is obtained in vocational or technical school, or in an AA degree program in a related technical field. Formal CAD training preferred but not required. Generally, requires a minimum of two years' experience in a CAD technician position, with at least one of these doing full-time CAD work.

SPECIAL SKILLS

Good mathematical and CAD skills desired.

PROFESSIONAL REGISTRATIONS

None.

COMPETENCIES

General Competencies expected of all PBS&J employees are as follows: Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality and Teamwork. (Note that "Clients" may be internal PBS&J managers and staff.)

OTHER
