

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 11:59 AM
To: Brown, Kevin
Subject: Job Description: CAD Technician II (N08)

Job Description

CAD Technician II (N08)

Grade:

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

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

Under supervision, provides competency in 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 professionals, 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 considerable complexity. Incumbents at this level are able to work from verbal or written specifications.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):
Work is performed under general 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 generally not required 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 discuss design specifications and requirements.

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

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

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

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

SPECIAL SKILLS

Ability to interpret technical specifications; good math skills and CAD skills preferred.

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

Job requires ability to interpret data, troubleshoot equipment problems, follow specifications and provide training and instruction to others.