

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 12:00 PM
To: Brown, Kevin
Subject: Job Description: Sr CAD Technician I (N09)

Job Description

Sr CAD Technician I (N09)

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 proficiency in computer-assisted drafting & design 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 complex layouts, drawings and designs from written or verbal specifications or from rough or detailed sketches and/or drawings made by technicians, designers or technical professionals, converting paper documents into computerized file.
- Produces various design options on the screen or in hard copy, following a designer's or technical professional's verbal instructions or ideas to assist in resolving a design concept not yet completely defined.
- 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.
- May diagnose and correct equipment problems and assist in training lower level technicians and/or other personnel wishing to learn to operate CAD equipment.
- Provides technical assistance in troubleshooting CAD equipment and assist in training inexperienced CAD personnel.
- 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 varied and complex computer-aided drafting and design work. Incumbents at this level are able to make design adaptations and produce variations on a design from verbal specifications or concepts.

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):
May give work direction to lower level CAD technicians or other personnel wishing to learn the operation of CAD equipment.

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 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 six years' experience in a CAD technician position, with at least three of these years doing full-time CAD work.

SPECIAL SKILLS

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

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
