

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 12:00 PM
To: Brown, Kevin
Subject: Job Description: Sr CAD Technician II (N10)

Job Description

Sr CAD Technician II (N10)

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 expertise in computer-assisted drafting & design to support development, planning, transportation and other 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 or other digital images
- Develops, organizes and prepares a variety of 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 document into computerized file.
- Produces various design options on the screen or on hard copy, following 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.
- Develops and maintains standards and symbols to meet specialized needs of a particular project, or to facilitate or improve CAD utilization. May write procedures and distribute these to other CAD users within and outside own department.
- Performs mathematical calculations to complete design tasks.
- Checks final drawing to verify completeness, clarity and accuracy.
- Assists in troubleshooting various CAD production technologies, including hardware and software. Provides introductory training to technical personnel, as well as those interested in acquiring skills and knowledge of various CAD production technologies.
- 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 independent design adaptations and develop standards, symbols and procedures to improve

CAD utilization.

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 act as lead CAD technician or otherwise give work direction to 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 organize project and 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. CAD training required. Generally requires minimum six years of related experience in a combination of technician and/or CAD technician positions, at least four of these years with strong CAD involvement; may also require some 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 production technologies 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
