JOB DESCRIPTION

TITLE: CAD SYSTEMS SPECIALIST  
SECTION: DRAFTING

DEPARTMENT: ENGINEERING  
SRN: 37

REPORTING RELATIONSHIP:

Reports to: Chief Draftsman

Supervises the following positions: Not applicable

DEFINITION:
Implement, configure and use Computer Aided Drafting (CAD) techniques to prepare and organize construction drawings, presentations, mapping projects, record drawings and other related jobs.

ESSENTIAL FUNCTIONS:

1. Implement and configure CAD systems for use by the drafting division of the engineering department.

2. Research developing trends and technologies in CAD and recommend products or methods that can be used to enhance the effectiveness of the district’s CAD work.

3. Operate a CAD workstation using AutoCAD version 14 running under Windows NT.

4. Utilize various presentation software applications including Microsoft PowerPoint and Corel Draw in preparation of presentation graphics. Assist others in the use of these application systems.

5. Operates various printing and drafting machines including, Reader/printer and blueprint machines.

6. Under direction, coordinates, updates, and prepares records for drawings, plats, construction drawings and other related projects.

7. Assist the public and employees in answering routine drafting questions.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Five years of Civil Engineering Drafting including three years of Computer Aided Drafting experience, or any combination of training which would likely provide the required knowledge abilities is qualifying.
MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:
- Methods, techniques, and equipment used in Computer Aided Drafting.
- AutoCAD version 14 software.
- Configuration of computer equipment, plotters and other peripherals.
- Techniques and principles related to graphic presentations.
- Civil Engineering principles and techniques.

Abilities:
- Perform Computer Aided Drafting on an NT workstation using AutoCAD Version 14 software.
- Instruct and assist others in the use of CAD systems equipment and software.
- Understand and carry out oral and written directions.
- Work cooperatively with employees and public.

Education: College level courses necessary to meet the essential job functions.

PHYSICAL REQUIREMENTS:

1. Drives District vehicles for deliveries and pickup of drafting related materials. Driving: Light
2. Sits for prolonged periods of time.
3. Lift and Carry materials up to and including 20 pounds for daily storage of supplies, drawings, plat books and packages for mailing.
4. Lift and load up to and including 20 pounds of paper and other materials related to the printing machines.
5. Works in ventilated area containing ammonia fumes related to printing machines.
6. Repeatedly pulls open file drawers and files drawings weighing up to and including 20 pounds on a daily basis.
7. Uses personal computer, keyboard, mouse and monitor for long periods.

See attached Human Resources for physical assessment form.