



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

CAD Technician

JOB SUMMARY

Perform responsible work in production of working drawings for building construction and remodeling projects. Organize and maintain CAD files and document drawings file room. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Construction Services

Supervises: No supervisory responsibilities

PRIMARY DUTIES - *May include, but not limited to the following:*

Demonstrates accountability for preparing and maintaining plans using AutoCAD by plotting the correct square footage, building size, locations, surveys and leasing information.

Demonstrates an interest in solving problems and challenges that arise, and finding multiple paths in solving computing challenges.

Demonstrates a history of problem solving using Windows, CAD, corporate networking, printing/plotting, PDFs, various peripheral devices, and MS Office.

Responsible for program functionality, complying with CAD company standards, monitoring and identifying non-conformance (drawings).

Prepares preliminary sketches and details for building construction and renovation projects, edit and work with field construction team to provide accurate construction drawings.

Prepares scale drawings of modifications and/or additions to plans using CAD.

Accurately alters construction drawings showing specifications, dimensions and building standards graphically.

Maintains organized files of work performed on current and past jobs including sketches, drawings, proposals, etc.

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Works with inside and outside construction professionals to ensure the accuracy and quality of our drawings including architects, engineers, construction managers, etc.
Assists with the preparation of preliminary drawings, sketches, designs, details, specifications and feasibility studies.
Develops in concert with FMC and University standards, architectural drafting and design work using computer (CAD) format.
Assists with the programming and design phases of construction projects.
Takes accurate measurements to make field sketches to plot plans and section of existing buildings.

ADDITIONAL DUTIES

May perform clerical functions, such as filing various correspondences and maintaining a variety of records for references.
Organizes, maintains, and manages record and CAD files.
Performs other duties as requested.

EDUCATION

Two-year degree from technical school or equivalent with proficiency in computer aided drafting systems.

EXPERIENCE

Three to five years of full commercial architectural production experience using CAD format, preferably AutoCAD (V6).

REQUIREMENTS

Valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Possess in-depth knowledge regarding the proper use of Xrefs, Blocks, Layers and have ability to package drawing sets, convert drawing formats (import and export), support all CADD related document productions/printing and support all Web based CADD related file transactions.
Strong AutoCAD 2002/2004/2006 knowledge.
Proficiency in the use of computer assisted drawing systems.
Excellent CAD document management skills.
Knowledge of the principles and practices of architecture or engineering related to assigned work.

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Knowledge of the methods and materials of building construction, repair, alteration, and maintenance as related to assigned work.

Ability to establish and maintain effective working relationships with fellow workers, subordinates, and University officials.

Ability to independently handle details, and to organize and coordinate work effectively.

Ability to read and interpret architectural drawings and specifications.

Ability to communicate effectively, both orally and in writing.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; squat; stand; stoop; twist the body; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. May be required to sit for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 50 pounds.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.