JOB DESCRIPTION

Job Title: CADD Technician
Department: Multiple
Reports To: Group Leader
FLSA Status: Non-Exempt

SUMMARY
Under the general direction of engineering and other technical staff, applies learned skills and technical ability to prepare detailed construction drawings, topographical profiles, and related maps and specifications used in planning and construction of civil or other engineering projects such as highways, river improvements, flood control, and drainage and buildings by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes, but is not limited to the following:
1. Reviews rough sketches, drawings, specifications and other engineering data received from engineering staff. Interprets engineering data in order to effectively and efficiently complete assigned tasks.
2. Completed detailed drawings from sketches, plans, specifications and written/verbal instructions using computer-aided drafting programs.
3. Plots maps and charts showing profiles and cross-sections, indicating relation of topographical contours and elevations to buildings, retaining walls, tunnels, overhead power lines and other structures.
4. Develops detailed drawings of structures and installations such as buildings, roads, culverts, fresh water supply, sewage disposal systems and dikes.
5. On occasion, accompanies survey crew in field to locate grading markers or to collect data required for revision of construction drawings.
6. Works cooperatively with other CADD technicians and/or engineers to complete assigned work.
7. Proactively seeks input and clarification from other employees assigned to given project in order to minimize time spent in performing the essential duties of the position.
8. Checks assigned work to ensure accuracy and quality.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE
No professional experience required; ability to understand and follow instructions.

Revised August 2003
LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate with other internal customers to clarify expected outcomes.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
There are no special certifications or licensing requirements for this position.

PHYSICAL DEMANDS/ WORK ENVIRONMENT
Must be capable of carrying up to 30 pounds of equipment over all types of terrain and in all types of weather conditions. Must be able to transverse on all types of project sites including industrial, commercial and undeveloped ground.

Must be willing to travel on short – or long-term assignments at other office and client locations to complete assigned work.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.