



## Job Description

<b>Job Title:</b>	CAD Technician	<b>Job Code:</b>	5110
<b>Department:</b>	Plant Services	<b>Grade:</b>	F
<b>Date:</b>	October, 2000	<b>FLSA:</b>	Nonexempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Performs a variety of standard technical tasks using Auto-Cad and other software programs to maintain current drawings of campus facilities including renovations, modifications with an understanding of current codes, regulations, and ordinances.

### **Characteristic Duties and Responsibilities:**

1. Draws renovations and modifications on Auto-Cad and maintains updated floorplans and files.
2. Creates and updates database of facilities information for various reports used internally by Plant Services.
3. Draws floor plans of new buildings, leased property, and existing buildings not already on CAD drawings.
4. Updates and maintains fire exit plans, and hazardous waste plans locations to meet all state and local requirements.
5. Creates and updates roof analysis report of campus facilities using Auto-Cad and other software programs.
6. Adjusts room inventory and usage reports to comply with the State of North Carolina Higher Education Comprehensive Planning Program.
7. Assists Construction Project Supervisor in providing information to the Department of Community Colleges project reporting requirements.
8. Draws and modifies campus map plotting the electrical, water, gas, computer, telephone and other utility lines.
9. Assists in the preparation of Capital Reserve Project bids with relevant CAD drawings, reports, graphs, and charts.
10. Acts as a liaison between different areas of Plant Services and other campus departments providing drawing information and related data pertinent to their needs.

### **Reporting Relationships:**

**Direction Received:** Reports to the Director of Plant Services.

**Direction Given:** No authority or responsibility for the supervision of others for project direction and/or program administration.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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### **Minimum Requirements:**

Requires knowledge of standard procedures in a field involving extended training acquired through obtaining an Associate degree and six months CAD experience.

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of Architectural design principles.

Knowledge of CAD system and other computer software programs.

Knowledge of state, federal, and local building codes.

Ability to do field verifications.

### **Working Conditions:**

Some physical effort with occasional discomfort from exposure to less-than-optimal temperature and air conditions.