

Wright State University
CLASSIFIED JOB SPECIFICATION
CAD Technician, Sr

I. JOB INFORMATION

Job Title: CAD Technician, Sr (CS 06)

Job Class: 51113 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under administrative direction and in accordance with broad based standards, applies CAD practices and procedures to complete a full set of working construction drawings from sketches, notes, and layouts.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- 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.
- Maintains and develops database systems used by in-house personnel, develops and maintains department web sites, develops CAD drawings, and assist with field surveys.
- Designs and develops multimedia materials for departmental displays, exhibits and presentations.
- Develops and maintains departmental web pages for PEC & FPM by writing HTML documents and creating graphics.
- Makes revisions, reviews construction plans.
- Performs as CADD Project Coordinator on CADD Design projects, establishes priorities, works on multiple projects, maintains campus utility drawings, building floor plans, campus site plans, and archives hard and electronic drawings.
- Supervises, trains, and mentors student employees in the use of CADD software/equipment, architectural techniques, engineering techniques and properties.
- Assists with field surveys, tasks, and assignments. Locates, verifies and documents location of underground utilities as required for construction projects.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Associate degree in related field or two years of specialized training from a vocational or technical school. Minimum 2 years' experience in a civil CAD Technician position; ability to interpret technical specifications; good math and CAD skills.

V. WORKING CONDITIONS

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

AutoCAD Drafting Certification

VIII. JOB SERIES

51100

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.