

JOB TITLE: CAD Operator
REPORTS TO: Human Resource Manager
EXEMPTION STATUS: Non-Exempt
GRADE/SALARY:
DEPARTMENT:
LAST UPDATED: November 4, 2010

PURPOSE

The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the CAD Operator of _____.

BASIC FUNCTION

The basic function of the CAD Operator is to perform drafting and drawing functions in a timely, accurate, and efficient manner.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Create, set-up, and design change drawings within a week of notification depending on size.
- Visit site to create scope drawings within 48 hours of notification from Supervisor as needed.
- Print, copy, and email drawings upon phase completion.
- Field verification of building details and structure accurately and within 1-3 days of site visit.
- Interior and exterior photographs of building details and structure to be taken in conjunction with site visit.
- Coordinate and attend meetings as needed.
- Maintain and update block directory as needed.
- Adhere to proper building codes on each project.
- Research and keep up-to-date on new products, materials, and construction methods putting to use with coinciding projects.
- Submit all drawings to Supervisor upon phase completion.
- Stay current with changing technology/tools and participate in educational/training opportunities.
- Follow company policies and procedures.
- Perform job in a professional manner (appearance, language, behavior).
- Upholds the values and missions of _____.
- All other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

EDUCATION

- Required: High School Diploma or GED
- Preferred: Associates Degree in drafting

LICENSING/REGISTRATION/CERTIFICATION

- Required: Have and maintain valid Driver's License with proof of insurance according to company standards

EXPERIENCE

- Required: 1-2 years AutoCAD
- Preferred: 1-2 years experience in drafting

SKILLS, KNOWLEDGE, AND ABILITIES

- Knowledge of the general construction industry and the sub trades.
- Knowledge of how to read blueprints.
- Knowledge of building code requirements.
- Knowledge of plot styles and line weights.
- Knowledge of 3D drafting.
- Knowledge of view ports.
- Ability to communicate with Asset Managers, Estimators, Project Managers, and Owners.
- Ability to identify and troubleshoot problems before they become major issues.
- Ability to handle multiple tasks at the same time while maintaining attention to detail.
- Ability to meet deadlines.
- Ability to work in stressful situations.
- Knowledge of AutoCAD and other drafting software.
- Knowledge of Microsoft Office Applications.
- Excellent written and verbal communication skills.
- Ability to interact with management.

PHYSICAL DEMANDS

These physical demands are representative of the physical requirements necessary for an associate to successfully perform the essential functions of the CAD Operator's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

While performing the responsibilities of the CAD Operator's job, the associate is required to talk, hear, and see. The employee is often required to lift up to 20 pounds, climb ladders, stairs, and roofs, stand, sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The associate is occasionally required to walk, reach with arms and hands, climb or

balance, and to stoop, kneel, crouch or crawl. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, fax machines, copy machines, and telephones.

WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the CAD Operator will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the associate is occasionally exposed to asbestos. The noise level in the work environment is usually quiet to moderate.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the CAD Operator's position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

SAMPLE