COMPUTER AIDED DRAFTING AND DESIGN TECHNICIAN

DEFINITION
Under general supervision, produces draft and final design and construction documents utilizing computer-aided technology; and performs related work as assigned.

CLASS CHARACTERISTICS
Incumbents in this technical class are responsible for all District computer-aided facilities design and drafting support activities. This class is distinguished from other MIS classes in that it reports to facilities administration and design management and has specific responsibilities in that specialized area, rather than business, administrative, and instructional applications.

EXAMPLES OF DUTIES
Prepares conceptual drawings and standard detail drawings for planning purposes.
Develops and updates records drawings, as-builts and facilities maps.
Collects and analyzes information required to produce required drawings, conferring with District staff, architects, engineers and construction officials.
Installs, maintains and troubleshoots computer hardware and software for CADD.
Maintains databases and backups of CADD drawings and related documents.
Maintains records of construction designs and drawings in hard copy and electronic files.
Organizes CADD and mapping materials for proper storage and access.
Provides CADD drawings, documents, assistance and support to Facilities, Maintenance, Operations and Grounds staff.
Maintains accurate records and files related to work performed.
Maintains an awareness of technological changes and recommends acquisition of hardware and software and operational changes as appropriate.

QUALIFICATIONS
Knowledge of:
Techniques and methods of effectively using CADD hardware and software for District facilities planning and operational improvements.
Diagnostic procedures and operations for CADD hardware and software
Techniques and methods of applicable computer hardware/software evaluation and acquisition.
Layer and dimensioning functions.
Architectural and engineering scales and drawings.
Applicable hardware and software used by the District, such as Blocks, Xreference, Paper Space and Windows.
Techniques for communicating with a variety of professional and technical staff to ascertain needs and communicate.

Skill in:
Skillfully utilizing the AutoCAD software releases in use at the School District.
Skillfully using hand drafting tools and equipment to produce finished drawings and as-builts.
Working cooperatively with other staff in a high-volume, fast-paced environment.
Organizing own work, setting priorities and meeting critical deadlines.
Learning and following District policies and procedures.
Communicating effectively both in writing and orally.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Education:
Equivalent to graduation from high school supplemented by post-secondary course work in drafting and the use of computer-aided drafting software.

Experience:
One year of experience in performing computer aided drafting and design work, preferably in an architectural or engineering setting.

License:
Must possess a valid California class C driver’s license and have a satisfactory driving record.
**Physical Demands:**
Must possess mobility to work in a standard office setting, use standard office equipment, including a computer, and to drive to various District sites; strength and stamina install and remove computer equipment and cables, including lifting and carrying objects weighing up to 40 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 04/00  R: 02/03