AUTOCAD TECHNICIAN

Reports to: Director of Architecture and Engineering
Classification: Exempt
Date: 2020

JOB SUMMARY:

This job description is a broad summary of the essential job functions and general duties for this position. Additional duties may be assigned as business needs dictate.

This position is primarily responsible for the duties related to AutoCAD supporting the director, manager and team members.

ESSENTIAL JOB FUNCTIONS:

1. Under general direction of the Director of Engineering and the AutoCAD Manager, this position is responsible for the operation of AutoCAD software programs to produce accurate and timely drawings for customer spaces’ permit and bidding requirements.
2. Maintains basic AutoCAD standards and procedures to produce accurate and timely prints.
3. Analyzes various design requirements and recommends possible solutions or alternate constructions.
4. Visits customer spaces and job sites; field measures and verifies existing prints for accuracy using BOMA Measurement Standards.
5. May interact with clients, contractors, and vendors.
6. Assists in coordinating construction projects.
7. Prepares Director and AutoCAD Manager for construction meetings and special projects.
8. Designs and works within the applicable building codes.
9. Provides the necessary drawings for cost estimating and sprinkler design.
10. Performs special projects as directed by team leaders when necessary.
11. Provides the necessary drawings for leases, bids, and permits and approvals.
12. Provides drawings and technical support for special projects as directed.
14. Attends computer software update training as required.
15. Assists in the achievement of departmental and Company goals.

QUALIFICATIONS:

1. Prompt arrival and regular attendance at work; ability to work Monday through Friday, from 8:00 a.m. to 5:00 p.m. with occasional over-time.
2. Able to move from design concept to finished design, including layouts and detailed drawings. Proficient in working in layers.
3. Working knowledge and proficiency in architectural as well as civil and site work is preferred.
4. Experience in BOMA Measurement Standards.
5. Ability to work with a diverse group of co-workers, customers, and vendors.
6. Ability to work in an organized manner with extraordinary attention to detail.
7. Ability to meet required deadlines.
8. Ability to work in the field/at job or customer sites for meetings and to perform measurement verifications.
9. Ability to sit at a desk and work on the computer for up to four hours at a time; with two 15-minute breaks a day.
10. Ability to lift and or push up to 30 pounds.
11. Professional grooming and appearance consistent with the Company’s business culture.
12. Valid state motor vehicle license to visit sites.
SKILLS:

1. Formal training and education in AutoCAD and related areas. Proficient working knowledge in AutoCAD 2016 through 2020 version.
2. Well-rounded practical experience may be substituted for formal training.

The statements contained herein reflect general detail as necessary to describe the essential functions of the job, additional job duties that may be required from time-to-time, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may be required to and must be willing to perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the Company’s workload and meet customer needs.

This coworker is responsible for cooperating with all aspects of the Company’s health and safety programs, including full compliance with all rules and regulations, and for practicing safety while performing duties at all times. This coworker follows all policies and procedures formulated by the Company and communicated to the workforce.

The existence of this job description does not modify the employee’s “at-will” status. That is, unless a signed employment contract specifying a term of employment exists between the Company the coworker or his/her representative, signed by the President of the Company, both the Company and the coworker have the right to terminate the employment relationship at any time, with or without reason or notice, unless otherwise prohibited by law.

Acknowledgment

By signing below, the coworker agrees to perform the above stated tasks as necessary. In addition, the coworker agrees to advise the Executive Director of Human Resources if the job description is inaccurate, if the essential job functions are modified, or if any other change to the coworker’s position impacts this job description.

____________________   __________________
Name                        Date

____________________   __________________
Witness Name/Title          Date