

CITY OF REEDLEY

CAD TECHNICIAN

DEFINITION

Under general supervision, to perform a variety of technical drafting duties involved in producing, updating and preserving cartographic records; and to provide drafting and design services to the staff within the City.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform drafting duties utilizing a full range of drafting equipment including computers, plotters, digitizers and specialized drafting instruments; perform drafting duties using software programs.

Prepare new maps utilizing traditional drafting methods and a computer-aided drafting system; update and redraft legal cartographic records; prepare raw data for input into CAD system for the production of maps and reports.

Coordinate and implement drafting computer system programs and changes as required; troubleshoot system problems; provide training and assistance to other staff members on system operating characteristics.

Draw and update maps to show tract additions, divisions, existing and proposed improvements, and adjoining lots; draw, update, and maintain maps and map books; maintain digitized map and atlas files.

Review incoming plans and drawings for accuracy; establish and maintain files.

Prepare graphics, plans, maps and specifications for displays, signs and poster exhibits; draft and color a variety of charts, tables, graphs and other graphical devices.

Establish and maintain complete and accurate databases, records and files; maintain elements of the database including City right-of-way, water, sewer, and storm drain layers.

Perform a variety of related office or field tasks to gather, analyze and record data and otherwise assist engineers in the preparation of bid specifications or construction design specifications.

Answer questions and provide information to the public concerning property ownership, easements, property lines, addresses and utility lines.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participate in the development of standards and procedures for mapping City utilities, retrieval, and map composition.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Terminology, methods, practices, and techniques of drafting and computer aided design.

Materials, tools, and equipment used in drafting and computer aided design.

Principles of mathematics as applied to engineering drafting work including trigonometry as applied to the computation of angles, areas, distances, and traverses.

Engineering maps and records.

Modern office practices, methods, and computer equipment.

Database/spreadsheet methods, techniques, and programs.

Principles and practices of record keeping.

Principles and practices of data collection and report preparation.

Pertinent Federal, State, and local laws, codes, and regulations.

Skill to:

Operate and care for drafting instruments and equipment.

Operate modern office equipment including computer equipment.

Ability to:

Perform technical engineering drafting work involving the use of independent judgment and personal initiative.

Ability to:

Perform drafting duties utilizing a full range of drafting equipment including computers, plotters, digitizers and specialized drafting instruments; perform drafting duties using software programs.

Implement, troubleshoot, and maintain various software applications.

Provide training and assistance to other staff members on system operating characteristics.

Prepare and maintain manual and computerized technical engineering records, files, and databases and prepare reports.

Prepare, revise, update and maintain maps.

Read and interpret engineering maps, plans, specifications, and legal descriptions.

Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.

Collect, compile, and analyze information and data.

Perform accurate mathematical computations.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of technical engineering drafting experience including computer drafting.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in civil engineering, computer drafting, trigonometry, geometry, or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: December, 1997