

AUTOCAD TECHNICIAN

Purpose Statement

The job of AutoCAD Technician was established for the purpose/s of providing AutoCAD drawing assistance for Natrona County School District.

This job reports to Director-Maintenance

Essential Functions

- Analyzes specifications for the purpose of ensuring accuracy of drawings.
- Examines blueprints for the purpose of determining deviations from original specifications.
- Maintains a variety of manual and electronic documents, files and records for the purpose of documenting activities, providing reliable information, and complying with District, state and federal requirements.
- Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides AutoCAD drawings for the purpose of assisting the Natrona County School District Facilities Planning Department in the preparation of as-built and new facility drawings.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: site/land surveying and development; current AutoCAD or AutoCAD LT software applications; pertinent codes, policies, regulations and/or laws; fundamentals of drafting; and presentation preparation of drawings and associated materials.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, and 5% standing. The job is performed under minimal temperature variations.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

Associates Degree preferred

As needed to maintain performance level

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 48

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____