CADD Drafter

Job Code 00007179

General Description
Responsible creating, maintaining, and disbursing architectural CADD drawings and files and maintain utility CADD map. Create renderings of various future construction projects for presentation and planning. Help maintain architectural/reference archive.

Examples of Duties
Update and maintain architectural and utility map CADD files.
Updated and accurate architectural CADD files.
Create and provide renderings for construction planning purposes photographic and artistic renderings.
Help maintain Facilities architectural and reference archive.
Organized plan room and database
Field measurements of new construction.
Updated Architectural drawings.
Research, develop, and implement new techniques in CADD software usage.
Software support for entire work effort.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Policies and procedures, design principles, basic building and construction items, materials, terms, costs, furniture, equipment, codes, regulations, of asbestos risks, dangers, and abatement methods.
Skill in: Establishing rapport with variety of clients, in researching construction standards, codes, laws, regulations, in preparing working drawings to scale, in identifying finish materials, colors, textures, and furniture, in using drafting software, in estimating figure calculations, mapping CADD files, prioritizing workload and projects, using computer and related software.
Ability to: Read and interpret technical manuals, understand blueprints, schematics, written job instructions, working drawings, specifications, measuring devices, construction documents and manuals, standards, codes, regulations, to prepare reports, memos, to perform intermediate math Trig. engineering calculations, work as team member on various projects, to use measuring devices and tools; explain technical material to lay person, understand complex oral instructions, problem solving ability, determine best procedures for implementing CADD software, mechanical ability.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements

Revised 09/18/2012