

JOB INFORMATION

Job Code	JB05A
Job Description Title	Cad Operator I
Pay Grade	FM12
Range Minimum	\$44,030
33rd %	\$51,370
Range Midpoint	\$55,040
67th %	\$58,710
Range Maximum	\$66,050
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/3/2012

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Project Support & Data Management

JOB SUMMARY

Creates and oversees AutoCAD drawings and space data for campus buildings.

RESPONSIBILITIES

- Prepares AutoCAD drawings for Facility Division projects, space management and campus planning.
- Updates and maintains campus building drawings and data.
- Creates new space plans and manages related data.
- Verifies accuracy of building space drawings to actual conditions.
- Maintains set of diagrammatic drawings for all University buildings.
- Updates and maintains space management system data base.
- Manages space identification signage system.
- Prepares digital images for communication of planning and condition issues.
- Prepares architectural designs for in-house designed projects.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Associate's Degree	Coursework in drafting and design concepts	And	0 years of	Experience in building construction and AutoCAD software	

Substitutions Allowed for Experience ☐ Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific problems.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☐ Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.