



UNION JOB DESCRIPTION

TITLE: CADD Administrator

DEFINITION:

Provides complex and varied Computer Aided Drafting and Design (CADD) and CADD management support for multiple District departments and divisions. Provides technical guidance to Drafters and Engineering and Distribution Services staff. Performs a variety of manual and CADD related duties.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Journeyman Drafter and Design Drafter classifications by the increased technical knowledge of CADD systems and skill required to configure the CADD platform and reprographic devices. This position requires the incumbent to perform Journeyman Drafter job duties due to such things as backlogs, project timelines, work schedules, etc. This position also requires the incumbent to perform Design Drafter job duties in all work groups due to such things as work schedules, vacancies, etc. This is a bid position with the successful candidate selected based on demonstrated knowledge and skills through an interview process and skills assessment.

BASIC RESPONSIBILITIES:

1. Develops, maintains and documents drafting and CADD standards and procedures in conjunction with user groups.
2. Customizes and configures the CADD platform utilized by the District.
3. Develops, maintains and documents the custom features and configurations developed for the CADD platform utilized by the District.
4. Configures reprographic devices and conducts training in their operation.
5. Assists in evaluation of computer hardware and software, reprographic equipment and supplies.
6. Troubleshoots CADD problems and maintains design file integrity.
7. Performs quality assurance functions on manual and CADD drafting to ensure adherence to District standards.
8. Assists in the management of related electronic files.
9. Develops and implements ongoing drafting and training on CADD platform utilized by the District for District personnel.
10. Assists in personnel evaluations.
11. Provides overflow drafting support for all work groups to District standards. Performs Journeyman Drafter and/or Design Drafter duties as required.

OTHER RESPONSIBILITIES:

1. Provides back-up checking support for all work groups to District standards.
2. Accurately completes electronic time slips, necessary reports, log books and other documentation affecting job assignments.
3. Ensures proper utilization and care of equipment assigned.
4. Completes work in a safe and efficient manor.
5. Performs other associated duties as assigned.

OTHER RESPONSIBILITIES: (continued)

6. During the Department Manager's absence performs limited management functions within a predefined scope as delegated by the Department Manager. Examples include such items as: granting of time off within predefined guidelines, allowing the working of overtime within predefined guidelines, comparing manager prepared employee timecards with employee entered timecards. If a decision needs to be made beyond the predefined guidelines, the CADD Administrator will go to the next level of management for final decision.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Drafting principles and equipment.
- District computer operating systems, word processing, spreadsheet and CADD platform utilized by the District.
- District drafting and design standards.
- Information to develop drawings and assist in the training of personnel.
- Customization features of the CADD platform utilized by the District.
- Software used by the District to enhance the CADD platform utilized by the District.
- Technical documentation methods and techniques.

Ability to:

- Lead and provide positive direction to staff.
- Train staff.
- Consistently complete work in an accurate and timely manner.
- Demonstrate necessary competence in checking drawings for errors.
- Develop CADD and manual drawings, applying lineweights, linetypes and layout to produce the most readable finished drawings as possible in accordance with District drafting standards in an independent fashion.
- Work closely with supervisor and Design Drafters to meet drafting needs.
- Keep abreast of improved drafting techniques, standards, practices and CADD platform utilized by the District upgrades.
- Perform manual drafting.
- Communicate clearly and effectively; work closely with work groups to meet their needs; and interact with customers and District employees as necessary to complete assignments.
- Customize the CADD platform utilized by the District to District standards.

Education/Experience:

- High School diploma or equivalent; *and*
- Certification as a drafter from an accredited vocational school or college and seven (7) years experience using a CADD program; *or*
- Twelve (12) years drafting experience with seven (7) years experience using a CADD program; *or*
- Six (6) years as a progressing Journeyman Drafter at the District with a minimum of two (2) years as a Journeyman Level 3; *or*
- Three (3) years experience as a District Design Drafter.

License or Certification:

- Valid Washington State Driver's License.

WORKING CONDITIONS:

- Work is performed primarily in an indoor office environment.
- Occasional trips to the field will be required to obtain measurements or verify field conditions.
- Field work could expose the employee to adverse weather conditions and rough terrain.

- Incumbent may sit for long periods of time.
- Incumbent is exposed to repetitive hand movements and possible eye strain due to computer use and/or manual drafting.