

## **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 Manager - Facilities Operations

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### **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: \_\_\_\_\_