

CITY OF SALEM

0111 CADD TECHNICIAN

NATURE OF WORK

This position works as part of a design team and provides technical support in the development of engineering records.

This position is responsible for the practical application of the principles of science and engineering in the delivery of public improvement projects. Under general supervision of an engineer, CADD Technicians are responsible to successfully accomplish significant technical portions of the development of a capital improvement or other engineering projects.

The position requires the application of scientific and/or technical knowledge and experience, as part of a design team, in the development of engineering documents. This position also requires a level of competence with the software, hardware, and document development standards in order to provide guidance and training to other CADD Technicians and Civil Engineering Assistants. In addition, because there is no centralized technical support for the software and software-related issues, the CADD technician must have a familiarity with the design and drafting software and related hardware in order to efficiently and effectively address issues as they may arise. The assignments made to the CADD Technician are of general in nature, typically requiring the exercise of independent judgement in the organizing, planning, and completion of the required services and the development of the required deliverables.

Office duties are focused on the use of computer hardware and software to develop engineering drawings. In addition, the preparation of cost opinions and technical specifications are included. Field duties are centered around site visits relating to design and project development.

The position differs from Engineering Technician III by the greater responsibility for independent routine design work within the standard options provided through CADD.

ILLUSTRATIVE EXAMPLES OF WORK

With minimal supervision, work as part of a design team to utilize CADD software in the development of drawings. In addition, develop draft technical specifications and cost opinions for public improvement projects of low to moderate complexity.

Utilizes experience, knowledge, and independent judgement to perform alternatives' analyses and provide a recommendation to the project manager regarding the technical issues of a project.

Provide guidance and training to new employees regarding the use of specialized computer software and hardware in the development of engineering documents and the process used in preparing various drawings.

Make project site visits to confirm data or secure additional data needed to develop engineering documents. In addition, visit sites during construction to gather information on the suitability of the design and the project documents.

Some positions may include other duties relating to project or facilities engineering support such as map production or construction inspection.

CADD TECHNICIAN (continued)

WORK QUALIFICATIONS

Considerable experience in engineering support and drafting; completion of a two-year technical course with an associate degree from an accredited college with major course work in engineering or mathematics; or any equivalent combination of experience and training which provides the following knowledge and abilities:

Considerable knowledge of

- Computer-aided design and drafting software (AutoCAD with Land Development Desktop), and the Interactions of the software and the required computer hardware
- Applicable design and drafting standards
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Knowledge of

- Principles and practices of engineering.
- Principles and practices of surveying.
- Principles and practices of project management.

Considerable ability to.

- Produce standard designs, and design options in engineering and surveying

Ability to

- Develop and maintain cooperative working relationships with supervisors, peers, and stakeholders
- Work effectively as a team member to successfully accomplish team projects. Ability to independently plan and prioritize work for completion.
- effectively provide technical assistance and work direction to junior personnel.

Some positions may require possession of a valid Oregon driver's license or Class 4 license and the ability to meet the City's driving standards. Work is performed in both office and field settings, with field experience including exposure to traffic conditions and variable weather conditions.

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new job class

Personnel Director