

**COMPUTER AIDED DESIGN AND DRAFTING SYSTEMS SPECIALIST
(CADD SPECIALIST)
TITLE SERIES DEFINITIONS**

I. DEFINITIONS

CADD SPECIALIST

This is entry level work performed under close progressing to limited supervision. Positions at this level receive work assignments which have clearly defined objectives; have specific guidelines and instructions available; may involve complex projects from start to finish; and exercise limited discretion in decision making. The level of involvement in any work assignment is based on an assessment of the employees work by the immediate supervisor.

Positions perform a combination of the following duties: operating a Computer Aided Design and Drafting System (CADD) work station using interactive Graphics Design Software or comparable computer system; performing manual drafting, and providing technical assistance to produce building structural plans, or mechanical structural plans, engineering exhibits, detail drawings, and geometric and right-of-way plat sheets.

CADD SPECIALIST SENIOR

This is the objective level for this title series. Positions perform mechanical drafting and development duties involving the design of scientific apparatus using CADD or comparable. Collaborates with customer engineering and scientific staff to develop workable designs and all engineering drawings. Develops bills of materials and cost estimates. Maintains the computer files.

CADD SPECIALIST ADVANCED

All positions at this level function under general supervision. Oversee the technical operation of the CADD function for a region and direct employees in design drafting, functioning as a leadworker or sole coordinator in training, scheduling, assigning, and reviewing the work of CADD units and/or training and reviewing the work of engineers in project development or related units; perform complex layout and detailing work as well as artistic sketches and renditions; operate and direct the operation of CADD equipment for design drafting of technical plans, topographical layouts, detail sheets and other construction documents; serve as the primary resource for questions, issues and problem resolution related to CADD.

II. QUALIFICATIONS

The specific qualifications for a position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by identification of the education, training, work or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Education required may include a two year degree and two years of relevant work experience. Knowledge required may include architect or mechanical design mathematics, surveying nomenclature, highway or building structural engineering concepts, computer literacy, manual drafting and reading/comprehension techniques.

III. RELATED TITLES

Graphic Artist