

CAD Coordinator
New Hanover County Schools

Job Description

Class: **Classified**
Dept: **Maintenance Operations**

TITLE: **CAD Coordinator**

- QUALIFICATIONS:**
1. Associate's Degree.
 2. One to two years' relevant experience or equivalent combination of education and/or experience with supplemental courses in mechanical drawing, engineering drafting, and computer-assisted drafting.
 3. Valid North Carolina driver's license.

REPORTS TO: Administrative Services Supervisor

JOB GOAL: To use computer-aided design (CAD) equipment and software, as well as manual techniques to design, prepare and maintain construction drawings for complex projects.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Designs and prepares detailed electronic working plans, maps and drawings for projects; ensures development of maps and drawings that are spatially accurate and technically correct.
2. Updates various facilities' drawings with new drawings (electronic or paper) as changes are made, utilizing computer-aided drafting techniques.
3. Creates maps, drawings and designs such as site, grading, drainage, pump, and piping plans, using current computer drafting practices, as well as manual practices.
4. Prepares detailed drawing of existing facilities; prepares prints of various original plans and records for internal and external agency use; provides complete and accurate record drawings.
5. Gathers data to complete drawings by visiting sites.

6. Plots right-of-way easements and recorded parcel and subdivision maps on record maps.
7. Prepares original facilities drawings, site plans, vicinity maps, and other documents as assigned.
8. Assists in field studies and other special projects.
9. Interfaces with New Hanover County Schools' staff or contractors/engineers to obtain details of projects, including equipment, materials, and codes. Collects on-site information and stores it electronically to maintain current building conditions and data.
10. Maintains CAD files and information for all New Hanover County Schools' facilities.
11. Willing to be on-call in case of an emergency.
12. Performs related duties and responsibilities as requested by Director or Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrates functional knowledge of terminology, methods, practices, techniques, and nomenclature of civil, mechanical, and/or electrical engineering drafting by hand and using computers.
- Demonstrates functional knowledge/skill of basic database and system administration techniques as required to move data and files between applications and repositories and perform database queries.
- Demonstrates functional knowledge of basic GIS concepts and processes, as well as modern drafting and mapping procedures.
- Demonstrates functional knowledge of NHCS operating policies and departmental work procedures and quality standards, as well as the NHCS customer work order system.

- Demonstrates functional knowledge/skill of district files and locations and the means for retrieving information.
- Ability to work in a variety of computer-aided drafting applications using basic operating systems commands and procedures to complete assigned projects efficiently while protecting data integrity.
- Ability to precisely follow written and oral instructions and perform detailed work thoroughly, neatly, accurately, and efficiently.
- Demonstrates knowledge of proper use and care for drafting construction drawings and identify and resolve discrepancies and missing data.
- Ability to perform basic engineering computations to prepare maps, plans and records.
- Ability to establish and maintain effective working relationships with others.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.