

ENGINEERING CAD SPECIALIST

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Engineering

REPORTS TO: County Engineer

CLASS SUMMARY

Provides support and specialized technical assistance to staff by operating, maintaining, and repairing Engineering computer equipment. Work is performed using computer aided drafting (CAD) and conventional drafting systems and techniques.

DISTINGUISHING CHARACTERISTICS

The Engineering CAD Specialist is a stand-alone classification. It is distinguished from other classifications by its responsibility of providing technical assistance in the engineering field and maintaining computer systems specific to engineering.

TYPICAL CLASS ESSENTIAL DUTIES

- Drafts and designs construction drawings using CAD and conventional drafting systems and tools .
- Provides design assistance to outside engineering firms, as needed, to complete design and analysis.
- Observes the installation of water and sewer projects to ensure proper methods are being used according to specifications.
- Performs field inspections of utility systems to determine how utility lines will affect the design and construction.
- Reviews new water and sewer projects with engineers to determine they meet County specifications.
- Creates maps, drawings, and graphs for use in public presentations.
- Assists in maintaining County's as-built documentation to ensure drawings reflect field locations and County requirements have been met.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Drawing and drafting techniques.
- Utility and general construction and engineering design principles.
- Surveying.

Skill in:

- Using necessary CAD and other related computer software applications.
- Drafting.
- Report writing.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Associate's Degree in the Engineering field or two year technical certificate and two years related engineering and computer aided design and drafting experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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LICENSING/CERTIFICATION

Valid NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

May be subjected to inadequate lighting and work space restrictions.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E03/04