



**TITLE:** CAD Technician I  
**Classification:** Non-Exempt  
**Department:** Energy/Telcom  
**Reports to:** Department Supervisor/Project Manager

**Position Summary:** Entry-level position which, under close and frequent supervision, provides non-technical, routine and basic support for assigned projects, using a computer as an aid to drafting.

### **Essential Duties and Responsibilities:**

Completes detailed drawings from sketches, plans, specification, and written and verbal instructions using computer-aided drafting programs.

Revises or changes drawings, traces and/or copies existing drawings and completes simple calculations with specific instructions.

Maintains neat and orderly work area, which will allow access to project information to other team members.

Will be required to perform other duties as requested, directed or assigned.

### **Education and Experience:**

Minimum of high school or technical school training with courses in computer-aided drafting or equivalent experience.

### **Knowledge**

**Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

**Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Geography** — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

## **Skills**

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Speaking** — Talking to others to convey information effectively.

**Time Management** — Managing one's own time and the time of others.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Mathematics** — Using mathematics to solve problems.

## **Abilities**

**Near Vision** — The ability to see details at close range (within a few feet of the observer).

**Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

**Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

**Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.

**Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Written Expression** — The ability to communicate information and ideas in writing so others will understand.

**Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

**Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

**Mathematical Reasoning** — The ability to choose the right mathematical methods or formulas to solve a problem.

**Written Comprehension** — The ability to read and understand information and ideas presented in writing.

**Supervisory Responsibilities:**

None.

**Licenses, Certifications, Training Requirements:**

Knowledge of computer aided drafting applications.

**Physical, Mental and Visual Demands:**

Flow of work involves normal mental and visual attention along with manual coordination much of the time. Physical demands require occasionally lifting over 25 pounds. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

Exposed to a combination of normal office type environments.