

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: CADD Technician I

Class Code: 7727

Grade: 55

CLASS DEFINITION AND SUMMARY:

Under general supervision, updates electronic drawing files of all district facilities, archives and maintains in-house construction project drawings and specifications, and performs basic technical Computer Aided Drafting and Design (CADD) utilizing computer aided drafting software.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

Produces typically, but not limited to single-discipline, in-house CADD drawings for building modifications, renovations, and site work in accordance with CCSD CADD drafting standards based on sketches, notes, specification and verbal direction from Architects/Engineers (A/E) and site administrators.

Prepares site and floor plan layouts for the acquisition of office furniture and equipment for the CCSD purchasing department.

Updates in-house CADD record drawings of building modifications, renovations, and site work in accordance with district CADD drafting standards.

Conducts field investigations of project locations to identify design details, measurements and as-built conditions.

Conducts square footage calculations of district facilities and maintains data.

Prepares and revises plans for compliance with international, federal, state and local building codes.

Prepares, updates and maintains in-house electronic drawings, in PDF format, and uploads to district website and/or stores in portable media for general distribution as required.

Prepares prints of original plans, and district records for internal and external agency use.

Calculates design dimensions and units using conversion charts, tables, calculators and computer software.

Maintains a portable classrooms inventory database and assists with the siting plans for the relocation of portable classrooms.

Interprets land survey data and legal description to produce accurate site drawings.

Maintains logs and databases of work performed and in-house projects record drawings.

Contacts various district departments in an effort to gather current site conditions and as-built data.

Assists in archiving in-house record drawings and specifications.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished as being the first level in the engineering CADD drafting support series.

Incumbents obtain data in various forms and from various sources to prepare and update drawings for in-house construction projects using computers in accordance with district drafting standards.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of AutoCAD software and its use.

Knowledge of drafting practices and procedures.

Knowledge of building construction procedures and materials.

Knowledge of standard computer operating system.

Knowledge of word processing programs and computer networking systems and their use.

Knowledge of standard design practices.

Knowledge of descriptive geometry and trigonometry.

Knowledge of drafting tools and machines.

Ability to prepare CADD drawings and specifications with minimal supervision.

Ability to recognize, understand, and interpret local, state, federal, national and international codes; such as, IBC, UBC, UMC, UPC, NFPA, NEC, ADA requirements, etc.

Ability to read and evaluate construction plans, drawings, and specifications.

Ability to integrate multiple computer programs simultaneously to generate CADD drawings and reports.

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to do detailed work and maintain accuracy.
Ability to work cooperatively with employees and the public.
Ability to recognize and report hazards and apply safe work methods.
Ability to read and interpret written and oral instructions.
Ability to work flexible hours or shifts.
Ability to work in confined areas.
Ability to withstand heights and perform work safely.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent (i.e. GED, college, technical, or trade school transcript, foreign equivalency, etc.), **plus**,
One (1) year (minimum 24-30 credits) post high school education (training from an accredited college or university, community college, technical trade college, etc.) in CADD Technology, **plus**
Two (2) years experience in architectural, landscape, civil, mechanical, structural and/or electrical CADD drafting; **or**
Associate of Applied Science Degree in CADD Technology, (training from an accredited post-high school college or university, community college, technical school, etc.) **plus**,
One (1) year minimum experience in architectural, landscape, civil, mechanical, structural and/or electrical CADD drafting.

LICENSES AND CERTIFICATES:

Valid Class C Nevada Driver's License.
Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement **and** at time of interview prior to final selection.

PREFERRED QUALIFICATIONS:

Associates' Degree in Drafting Technology with emphasis in CADD.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. College transcript.
3. Valid Class C Nevada Driver's License.
4. Current copy of driving history issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREA:

Clark County School District facilities - school campuses (offices, classrooms, corridors, libraries, cafeterias, multipurpose rooms, gymnasiums, etc.); including proposed and actual construction sites (trenches, chase ways, etc.); all internal and external facilities (athletic fields, grounds, etc.).

Strength: Sedentary/Light - exert force to 20 lbs. occasionally, or 10 lbs. frequently, or negligible force constantly. May involve significant stand/walk/push/pull/carry.

Physical Demands: Frequent climbing, balancing, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, and feeling. Occasional talking and hearing. Vision: Frequent near and far acuity, depth perception and focal length change and color vision.

Environmental Conditions: Varies from climate controlled office setting to work outdoors with temperatures ranging from moderate to extreme cold/heat. Occasional to frequent exposure to noise levels ranging from moderate to loud.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Computer and associated software, hardware, scanners, plotters, printers, calculators, various drafting and laser measuring tools and other equipment as related to the profession.

Clark County School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Clark County School District will provide reasonable accommodations to qualified individuals with disabilities.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 855-5444.

05/14/08