

## CLARK COUNTY SCHOOL DISTRICT

**CLASS TITLE: CADD Technician III**

**Class Code: 7729**

**Grade: 59**

### **CLASS DEFINITION AND SUMMARY:**

Under direction, performs and coordinates basic to advanced technical CADD drafting requiring a high degree of concentration and accuracy. Prepares construction project drawings utilizing computer aided drafting and design software.

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

Responsible to maintain and supervise accurate in-house construction records of all district facilities, including but not limited to, as-built drawings, record drawings, specifications, submittals, addenda and other construction documents.

Assists with the coordination of staff activities (i.e., scheduling, training, supervision, etc.).

Provides input for evaluations of assigned staff.

Assists with coordination of workflow for production of drafting projects and other assignments.

Assists with Quality Assurance (QA)/Quality Control (QC) reviews of drafting work; analyzes work for accuracy and completeness.

Assists with the implementation and enforcement of CADD drafting standards procedures.

Coordinates all in-house project updates and incorporates changes to record drawings.

Produces typically, but not limited to multiple-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.

Develops and maintains CADD blocks, symbols, layers and a detail library.

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

Develops, updates and maintains customization tools, scripts, LISP routines, programming language, utilities and other advanced CADD systems applications.

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.

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 third level in the engineering drafting support series. CADD Technician III is an advanced specialist range position. Incumbents are responsible for drafting duties including projects that are typically large, and involve multiple engineering disciplines.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of practices and techniques for providing work guidance and technical staff training.  
Knowledge of district procedures, district drafting standards and symbology.  
Knowledge of advanced AutoCAD software applications, customization, scripts, utilities and programming  
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 (i.e., IBC, UBC, UMC, UPC, NFPA, NEC, ADA requirements, etc.).  
Ability to manage and coordinate projects and staff.  
Ability to meet predetermined deadlines.  
Ability to decide when to act independently or refer matters to supervisor.  
Ability to maintain data in an organized manner.  
Ability to read and evaluate construction plans, drawings, and specifications.  
Ability to integrate multiple computer programs simultaneously to generate CADD drawings and reports.  
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**,  
Six (6) 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**,  
Four (4) years 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 standing/walking/pushing/pulling/carrying.

**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.