

The University of Texas at San Antonio

Job Description

Job Title: CAD Operator/Drafter
Code: 15088
Salary Grade: 58
FLSA Status: Non-Exempt
Department/Division: Planning and Development/Facilities Services
Reports To: Director, Planning & Development/University Architect

Summary

- Function: To provide computer aided design drawings with emphasis on architectural and engineering disciplines.
- Scope: Responsible for preparing architectural, mechanical, electrical or civil engineering drawings.

Duties

- Typical:
 1. Uses computer aided design (CAD) systems to develop and design architectural and engineering drawings for archives, construction and/or manufacturing.
 2. Researches architectural and engineering drawings and provides data to sources within and outside the organization.
 3. Prepares architectural and engineering construction documents for building construction using detailed drawings, diagrams and specifications.
 4. Reproduces architectural, mechanical and electrical information and drawings.
 5. Maintains the CAD software drawing files. Organizes and archives files, drawings and specifications.
 6. Uses building information modeling (BIM) Systems to develop and design architectural and engineering drawings for archives, construction and/or manufacturing.
 7. Uses graphic design and illustration software to develop presentation drawings for campus planning.
 8. Uses 3D modeling programs to develop planning studies.
 9. Uses word processing and spreadsheet software to assist in the development of architectural programs.
 10. Uses publishing software to prepare planning reports.
 11. Performs other duties as assigned.

- Periodic:

1. Purchases supplies for drafting machines and equipment.
2. Attends training seminars on newest software releases.
3. Performs special projects as assigned.

Education

Required	Preferred
High school graduation or GED with technical or college coursework in drafting.	Associate's degree in drafting and design, or computer aided design (CAD); OR certificate of completion from a trade school program emphasizing CAD drafting.

Other Requirements

Required	Preferred
Demonstrated ability to coordinate multiple, on-going projects.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years of responsible drafting experience in an architectural or engineering environment.	Similar experience with CAD drafting software.

Equipment

Required	Possible
Personal computer, plotters, printers and standard office equipment.	Ozalid machine, xero machine, reprographic machine, and scanners.

Working Conditions

Usual	Special
Usual office conditions.	Exposure to weather, mechanical, electrical and physical hazards during field inspections.

Supervision

Received	Given
General from immediate supervisor.	General supervision of assigned support staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.