
Auburn University Job Description

Job Title:	Cad Operator	Level I	Grade FM12 \$38,200 - \$57,300
Job Code:	JB05	Level II	Grade FM14 \$44,500 - \$71,200
FLSA status:	Non-exempt	Level III	Grade FM15 \$48,100 - \$81,800
		Level IV	Grade FM16 \$54,100 - \$92,000

Job Summary

Creates and oversees AutoCAD drawings and space data for campus buildings.

Essential Functions

1. Prepares AutoCAD drawings for Facility Division projects, space management and campus planning.
2. Updates and maintains campus building drawings and data.
3. Creates new space plans and manages related data.
4. Verifies accuracy of building space drawings to actual conditions.
5. Maintains set of diagrammatics drawings for all University buildings.
6. Updates and maintains space management system data base.
7. Manages space identification signage system.
8. Prepares digital images for communication of planning and condition issues.
9. Prepares architectural designs for in-house designed projects.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a variety of related and recurring assignments.	Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific	Associates degree in a technical or scientific field related to area of assignment.
II	Performs complex steps of an operation or project or completes important stages of a project.	Detailed knowledge of established processes, methods, and techniques, as well as uses a variety of standard reference guides, and precedents to obtain needed information and to select and adapt methods and procedures.	Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience.
III	Plans and coordinates operations of a project.	Knowledge of several specific engineering or scientific principles, and skill in using specialized techniques and equipment and selects appropriate guidelines to resolve operational problems not fully covered by precedents	Associates degree in a technical or scientific field related to area of assignment plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent.
IV	Organizes and executes multiple steps to develop and/or enhance new methods, approaches, and procedures essential to the completion of important aspects of projects or activities.	Knowledge of many specific engineering or scientific principles and skill in using complex techniques and equipment to demonstrate the ability to interpret, select, adapt, and supply many guidelines, precedents, and engineering principles and practices which relate to the area of specialization.	Associates degree in a technical or scientific field related to area of assignment plus 6 years of experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Associates degree in a technical or scientific field related to area of assignment.
- Level II** Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience.
- Level III** Associates degree in a technical or scientific field related to area of assignment plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level IV** Associates degree in a technical or scientific field related to area of assignment plus 6 years of experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Coursework in drafting and design concepts

Focus of Experience

Experience in building construction and AutoCAD software

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/3/2012
