



City of Bradenton Job Descriptions

Job Title: CADD TECHNICIAN 1

Date Prepared:	October 24, 2004
Department/Location:	Public Works & Utilities/Engineering Section
FLSA Status:	Non-exempt
Bargaining Unit:	None
Classification:	Essential: This position is an Essential classification and will require you to report to duty after a hurricane or emergency.
Schedule:	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
Supervision Exercised:	None
Supervision Received:	Engineering Section Manager
General Purpose of the Position:	Responsible, skilled, technical AutoCad engineering and design work and survey integration involved in the preparation of design plans and construction cost opinions for City projects of civil engineering nature and related field. Additionally is responsible for network maintenance within PW&U, coordinating with City IT personnel to update, maintain, and troubleshoot computer and network issues.

Essential Duties and Responsibilities:

- Coordinates the work in the design plan development phase of engineering work
- Prepares complex design drawings for engineering projects
- Develops and drafts engineering drawings and plans, drafts contract documents and generates correspondence to engineers, contractors, and developers
- As may be necessary, performs fieldwork, documentation, research and drafting tasks of engineering data
- Performs regular computer software and AutoCAD maintenance, upgrading and troubleshooting
- Maintains up to date working and technical knowledge of procedural and improvement changes to computer hardware and software applications
- Performs design and AutoCad plan development work of a more difficult nature in connection with street, water, sewer, drainage, sidewalk and curb improvements and sewer extension.
- Participates in engineering office routines such as compiling reports, updating engineering maps, searching ownership and other information from public records and files
- Assists in maintaining proper records for engineering and construction work performed by the department



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- Provides engineering information to city officials, contractors and the general public
- Prepares road closure notices and issues them to appropriate local governmental officials and utilities.
- Prepares maintenance of traffic plans for city projects

Skills and Physical Abilities Required:

- Ability to fully understand and follow complex oral and written design instructions
- Skills to operate basic office equipment
- Ability to operate, access, and maintain diverse software applications
- Bend, squat, kneel, sit, stand, walk, frequently
- Lifting twenty (20) pounds frequently and fifty (50) pounds occasionally.
- Repetitive hand, finger and arm motions.
- AutoCAD 10 computer, drafting and plotting tools.

Equipment Used: Computer, cell phone, telephone, radio. Non-CDL level City vehicles. Safety training and equipment is provided.

Education and Experience Required: Bachelor of science or Associates Degree in related field from an accredited college. Minimum of 3 years of experience in the development of AutoCAD engineering design drawings. AutoCAD Certification, or ability to obtain within 6 months of hire. Equivalent combinations of education and experience will be considered. Knowledge of the principles, practices and techniques of surveying and drafting. Knowledge of mathematics, including algebra, geometry and trigonometry. Knowledge of the basic principles of civil engineering. Knowledge of computer networks and their maintenance. Good driving record and valid Florida driver's license.

Environmental Conditions: Work is primarily performed indoors in an office setting. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

Commercial Driver License (CDL): A Commercial Driver License (CDL) is not required for this position.

Pay Grade: 112

Salary Range: Minimum: \$14.54/hour Maximum: \$21.81/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:

Department Director _____

Date _____

12-29-16

Human Resource Director _____

Date _____

1/11/17

*Updated Feb 2013

**Updated Mar 2014

***Updated Jan 2015

****Updated Jun 2015