

JOB DESCRIPTION

CAD Technician

POSITION: CAD Technician

LOCATION: Auckland

REPORTS TO: TBA

DIRECT REPORTS: None

FUNCTIONAL RELATIONSHIPS:

INTERNAL

Directors, Blue Barn team, Office Administrators

EXTERNAL

Clients, Contractors, Local Body Authorities,
Subconsultants

PURPOSE OF THIS POSITION:

A CAD Technician performs a wide variety of drafting duties that utilise Computer-Aided Design/Drafting (CAD) in developing engineering, graphical, architectural and drafting designs. A CAD Technician prepares preliminary drafts of projects, determines its feasibility, applications, and generates accurate and detailed records of engineering data. The technician will always be expected to exercise extensive judgment and initiative in executing his responsibilities.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

RESPONSIBILITIES

TECHNICAL

- Performs drafting operations for the determination of project plans and collects data for Project designs.
- Prepares complex drawings for Engineering Projects.
- Develops and drafts engineering drawings and plans, drafts contract documents and generates correspondence for clients and managers.
- Maintains dynamic communication with contractors, clients, engineers and the general public for any architectural, engineering or construction issues.
- Performs regular computer software and AutoCAD maintenance, upgrading and troubleshooting.
- Maintains up to date working and technical knowledge of all procedural and improvement changes to computer hardware and software applications
- Performs capture of as-built project data.
- Downloads GPS data converts digital redlines and reviews survey data and inspector field mark-ups and notes.
- Resolves discrepancies through research or returns to Inspection for correction.
- Prepares as-built record drawings and digital redlines using CAD and other technology tools; applies facilities installation data, including notes, details, parcel and other information, to quad sheets, valve sheets, 600 scale maps and drawings.
- Creates maps, drawings and designs such as site plans, grading and drainage plans, pump and piping plans and conceptual route maps for construction projects; maintains and updates pressure zone maps, incorporating new pipelines, reservoirs and pumping stations; maintains elevation, contour and pressure zone boundaries on 600 scale contour maps.
- Generates, as assigned, complete and accurate record drawings, maps and other products for other departments and public and private agencies and organizations.
- Performs a range of special projects related to design as necessary.
- Obtains record information from other utilities.
- Researches files, drawings and maps for pipeline locations, depth and other relative information;
- Checks assessor's maps, survey maps and parcel information for various data.
- Conducts field GPS data capture to obtain information to ensure the accuracy of facilities data for legacy facilities.

CAD TECHNICIAN CONTINUED

PEOPLE LEADERSHIP

- Assist in living up to Blue Barn values through your own actions and behaviours.
- The characteristics required to achieve the appropriate standards will include emotional intelligence, integrity, consistency, trust and a degree of determination

OTHER

- To carry out all other tasks as may be reasonably required from time to time.

JOB DESCRIPTION
CONTINUED