Title: CAD Technician, Senior

Essential Function

Under general supervision from a designated administrator, manage the CAD operations for the University and provide technical support for campus building plans and construction projects.

Characteristic Duties

- Manage and develop the CAD operations including the plotting, maintenance and retrieval of CAD files of existing and newly created structures.

- Develop policies and procedures to ensure the maintenance and reproduction of current and future drawings.

- Prepare and research costs related to the procurement and maintenance of equipment.

- Serve as liaison with staff, outside agencies and contractors.

- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Associate degree with three (3) years experience; -OR- five (5) years experience. Degree must be in Architecture, Engineering or related field. Experience must be in related field and may require at least three years of supervision.