



TOBAGO HOUSE OF ASSEMBLY

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE:	AUTO CAD TECHNICIAN II
JOB SUMMARY:	
<p>The incumbent performs a wide variety of drafting duties that utilize Computer-Aided Design/Drafting (CAD) Technology in developing engineering, graphical, architectural and structural plans for schools, libraries and the Division. Emphasis is placed upon the draughting of engineering or architectural sketch designs and the preparation of complete work drawings and site plans for schools, libraries and the Division. Work occasionally involves making field surveys in connection with the site or additions and renovations to existing structures, and assisting in the drafting of specifications. Assignments are received through discussions with superiors or in the form of design sketches, field survey notes or site sketches. The work is reviewed prior to final approval for completeness, quality and conformance to instructions and standards.</p>	
REPORT TO:	Architect Professional
SUPERVISION GIVEN TO:	
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">▪ Prepares working drawings, including detailed cross sections, elevations and site plans for schools, libraries and the Division.▪ Prepares simple design work and prepares complete drawings from the Architect's sketch designs for school, libraries and the Division.▪ Assist in the preparation and maintenance of design drawings with the relevant consultants as required.▪ Collects field data in various formats and converts them into CAD drawings.▪ Performs drafting operations for the determination of project plans and collects data for project designs.	

- Prepares drawings for developments projects for school, libraries and the Division.
- Develops and drafts ARCH engineering drawings and plans.
- Performs field work, documentation, research and drafting tasks of engineering data as requested by the Project Manager.
- Performs a varied range of special projects related to design as required by the Department; including preparing maps, drawings and other spatial data in digital or graphic form.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Proficiency on Microsoft Office Suite
- Considerable knowledge of Revit, 3D Modelling and Rendering.
- Knowledge of construction methods and practice.
- Knowledge of the techniques and practices of engineering surveying.
- Knowledge of drawing office practice and methods and of standard drawing room instruments and materials.

SKILLS AND ABILITIES:

- Skill in the preparation of complete architectural or engineering plans.
- Skills to operate basic office equipment.
- Proficiency on Microsoft Office Suite.
- Working knowledge of Revit, 3D Modelling and Rendering.
- Ability to perform simple designs and prepare working drawings form Architect's design sketches.
- Ability to reduce field survey notes and to make a variety of complex mathematical computations.
- Ability to communicate effectively both orally and in writing.
- Ability to exercise initiative in the execution of duties and responsibilities.

	<ul style="list-style-type: none"> • Ability to fully understand and follow highly complex oral and written instructions. • Ability to operate and access diverse software applications. • Ability to establish and maintain effective working relationships with other employees and contractors.
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MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years working experience in the use of Auto CAD and considerable experience in the field of draughting.
- Training as evidence by AutoCAD Certification - Level II.
- GIS CAD Proficiency would be an asset.
- Certification in graphic design would be an asset.
- Or any equivalent combination of training and experience