



JOB TITLE: CAD Designer III
FLSA: NON-EXEMPT
DATE: February 16, 2018
DIVISION: Engineering
REPORTS TO: Environmental Manager

POSITIONS SUMMARY:

Research, evaluate, selects and applies standardized computer aided drafting and design skills. Prepares layout and design of technical project data. Project specialization may exist. From data sketches formulates design concept, calculates and verifies specifications and determines unspecified dimensions to establish requirements for capacities, materials, performance etc. CAD tasks include full system design of the petroleum fueling sites serving the automotive, commercial and aviation industries.

Creates civil and mechanical drawings from engineering descriptions and field measurements, and is responsible for overseeing production of complete drawing sets. Transforms complex rough product designs into working documents using computer aided design (CAD). Reviews engineering drawing and designs to ensure adherence to established specifications and standards. Collaborates with design originators to resolve discrepancies between original drawings and final CAD designs. May supervise and guide lower-level CAD drafters. May require an associate's degree. Reports to a manager or head of a unit/department. Has gained full proficiency in a broad range of activities related to the job. Independently performs a wide range of complex duties under general guidance from supervisors. Typically requires 6-10 years of related experience. Civil CAD 3D and AutoCAD experience required.

PRINCIPAL ACCOUNTABILITIES:

- Prepares layout and design of technical project data. Acts as a CAD project lead.
- Interfaces professionally with internal and external customers.
- Assists with formal analysis of user requirements with regard to new and existing systems, and to provide appropriate design documentation.
- Ensures that developed software is robust, performance and meets the user's functional requirements.
- Assists in the formulation and implementation of standards for analysis, design, programming, testing and documentation, and to ensure adherence to these standards.
- May guide work of less skilled capacity and may act in a lead capacity.
- May use basic programming skills to enhance or change software.

JOB REQUIREMENTS:

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:



EDUCATION: Associate Degree in Applied Science-Computer Design or equivalent program.

EXPERIENCE: Civil CAD 3D and AutoCAD experience required. 6-8 years of on the job experience required.

SKILLS: Must be very organized and willing to work in a team environment. Be able to follow instructions and work independently. Be professional and have good people skills when working with co-workers, clients and other officials. Must have professional telephone skills. Attention to detail required. Must be willing to manage an ever-changing workload. Patience and flexibility are important.

SUPERVISORY RESPONSIBILITIES: None

EQUIPMENT USED: Must be able to operate computers and demonstrate high proficiency in MS Windows, MS Outlook, Word, and Excel, PowerPoint & Adobe at a basic level. Must be proficient in using office machines including fax machine, copier, scanner and telephone. Macro creation and editing knowledge a plus. FileMaker knowledge a plus. CAD experience required.

TYPICAL PHYSICAL DEMANDS: Must have a valid Colorado Drivers license. Position requires regular vision and normal range of hearing. Must be able to lift 10 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Position involves sitting 90% of the time.

TYPICAL MENTAL DEMANDS: Must be able to speak professionally and in a polite manner. Requires ability to adapt to change quickly with ever changing requests.

WORKING CONDITIONS: Work in a small office setting. Must be willing to carry out company goals and policies.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.