

MORTON & PITALO, INC. - JOB DESCRIPTION

CAD DRAFTER

Location:	Folsom	Department:	Drafting	Job Title:	CAD Drafter
Supervisor:	CAD Drafter	FLSA Status:	Non-Exempt	Job Class:	33

SUMMARY:

An experienced civil CAD drafter who is able to perform non-routine and complex drafting assignments that require the application of standardized drawing techniques. This individual works independently, with occasional advice or guidance from their supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare complete sets of complex drawings, which include multiple views, detail drawings, and assembly drawings.
- Drawings include complex design features that require considerable drafting skill to visualize and portray.
- Assignments regularly require the use of mathematical formulas to draw land contours or to compute dimensions, quantities of materials, etc.
- Work from sketches, models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments.
- May occasionally resolve most of the problems encountered, although the supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems.
- From precedents, drafting standards and established practices, prepares all drawings from rough sketches, drawings, specifications and other engineering data received from engineers, designers and/or senior drafters.
- Prepares plot plans for single-family residences for building and planning department submittals.
- Plot maps and charts showing profiles and cross-sections, indicating relation of topographical contours and elevations to buildings, retaining walls, tunnels, overhead power lines, and other structures.
- Prepare working drawings for residential, commercial and infrastructure civil engineering projects including Site Plans, Dimensional Plans, Grading Plans, Utility Plans, Plan and Profiles, Details and Exhibits.
- Reduce field notes and calculates true grades.
- Other duties may be assigned as necessary to meet business requirements

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Individual should possess an Associate's Degree (A.A.) or equivalent from two-year college or technical school; two (2) to four (4) years related drafting experience and/or training; or equivalent combination of education and experience. Minimum of two (2) years experience using AutoCAD and/or Land Desktop software.

LANGUAGE SKILLS:

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Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra, geometry, trigonometry and financial functions.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Preferred: Valid Drivers License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the office work environment is usually moderate. The noise level on the construction site is often loud.