

# CADD Technician III

## Position Details

Class Code: 7729

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 59 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under direction, performs/coordinates basic-to-advanced Computer-Aided Drafting and Design (CADD) requiring a high degree of concentration and accuracy. Prepares construction project drawings using CADD software.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responsible for maintaining/supervising accurate in-house construction records of all Clark County School District facilities, including as-built drawings, records, specifications, submittals, addenda, and other construction documents.
2. Assists in coordinating staff activities (i.e., scheduling, training, supervision, etc.)
3. Provides input for evaluations of assigned staff.
4. Assists in coordinating workflow for drafting projects and other assignments.
5. Assists with quality assurance/control reviews of drafting work; analyzes work for accuracy and completeness.
6. Assists in implementing and enforcing CADD drafting standards/procedures.
7. Coordinates all in-house project updates; incorporates changes to record drawings.
8. Typically produces multiple-discipline, in-house CADD drawings for building modifications, renovations, and site work according to District CADD standards

- based on sketches, notes, specifications, and directions from architects, engineers, and site administrators.
9. Develops/maintains CADD blocks, symbols, layers, and a detail library.
  10. Maintains portable classroom inventory database; assists with siting plans for portable classroom relocations.
  11. Develops, updates, and maintains customization tools, scripts, Locator/Identifier Separation Protocol (LISP) routines, programming utilities, and other advanced CADD system applications.
  12. Prepares site and floor plan layouts for Purchasing Department furniture/equipment acquisitions.
  13. Updates in-house CADD drawings with building modifications, renovations, and site work according to District CADD standards.
  14. Investigates project sites to identify design details, measurements, and as-built conditions.
  15. Calculates District facilities' square footages and maintains data.
  16. Prepares/revises plans for compliance with international, federal, state, and local building codes.
  17. Prepares, updates, and maintains in-house electronic drawings in Portable Document Format (PDF); uploads to District website and distributes via portable media, as required.
  18. Prepares prints of original plans and District records for internal/external use.
  19. Calculates design dimensions/units using conversion charts, tables, calculators, and computer software.
  20. Interprets land survey data and legal descriptions to produce accurate site drawings.
  21. Maintains logs/databases of work performed and in-house project drawings.
  22. Contacts District departments to gather information on current site conditions and as-built data.
  23. Assists in archiving in-house record drawings and specifications.
  24. Conforms to safety standards, as prescribed.
  25. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Responsible for drafting duties, including projects that are typically large and involve multiple engineering disciplines.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of practices/techniques for providing work guidance and technical staff training.
2. Knowledge of District procedures, drafting standards, and symbology.
3. Knowledge of advanced AutoCAD software applications, customization, scripts, utilities, and programming.
4. Knowledge of drafting practices and procedures.
5. Knowledge of building construction procedures and materials.
6. Knowledge of standard computer operating systems.
7. Knowledge of word processing programs, computer networking systems, and their uses.
8. Knowledge of standard design practices.
9. Knowledge of descriptive geometry and trigonometry.
10. Knowledge of drafting tools and machines.
11. Ability to prepare CADD drawings and specifications with minimal supervision.
12. Ability to recognize, understand, interpret, and apply all local, state, federal, national, and international codes/regulations, including International Building Code (IBC), Universal Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), Americans with Disabilities Act (ADA), etc.
13. Ability to manage and coordinate projects/staff.
14. Ability to meet predetermined deadlines.
15. Ability to judge when to act independently and when to refer matters to a supervisor.
16. Ability to maintain data in an organized manner.
17. Ability to read/evaluate construction plans, drawings, and specifications.
18. Ability to integrate multiple computer programs simultaneously to generate CADD drawings and reports.
19. Ability to perform detailed work and maintain accuracy.
20. Ability to work cooperatively with employees and the public.
21. Ability to recognize/report hazards and apply safe work methods.
22. Ability to read and interpret written/verbal instructions.
23. Ability to work flexible hours/shifts.
24. Ability to work in confined areas.
25. Ability to withstand heights and perform work safely.
26. Possess physical and mental stamina commensurate with the responsibilities of the position.

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## Position Requirements

### Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. One (1) year (minimum 24 credits) of college, university, or technical trade school education in CADD Technology, and five (5) years' experience in architectural, landscape, civil, mechanical, structural, and/or electrical CADD; or, Associate of Applied Science (AAS) Degree in CADD Technology, and four (4) years' experience as described above.

### Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

### Preferred Qualifications

Associate Degree from an accredited college, university, or technical trade school in Drafting Technology with emphasis in CADD.

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Transcript(s) from an accredited college, university, or technical trade school.
  3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

District sites – schools (offices, classrooms, corridors, libraries, cafeterias, multipurpose rooms, gymnasiums, etc.), proposed/actual construction sites (trenches, chase-ways, etc.), and other facilities (athletic fields, grounds, etc.)

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## Work Environment

### Strength

Sedentary/light – exert force of 20 lbs., occasionally; 10 lbs., frequently; negligible force, constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, computers and associated software, scanners, plotters, printers, calculators, drafting/laser measuring tools, and other drafting-related equipment.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 08/03/23
- Created: 05/14/08