State College of Florida, Manatee-Sarasota
Job Description

Job Title: CAD Operator - Intern

Reports to: Director of Facilities
FLSA Status: Non-exempt
Level: 113
Position Class: 

Job Summary:
Assists the Director of Facilities in the development and coordination of computer aided design (CAD) activities supporting College’s physical plant by performing the following duties.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Creates and updates CAD drawings of existing and new facilities to reflect renovation, remodel or new construction of College facilities.

2. Creates and tailors CAD drawings supporting the Educational Plant Survey, spot surveys, College Master Plan, and Capital Improvement Program.

3. Takes on-site measurements of facilities to verify existing CAD drawing dimensions and to create new drawings of existing facilities.

4. Assists the Facility Planner in special projects and related drawings research.

5. Performs other tasks as assigned.

Job Qualifications:
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/Experience:
  At least one year of college in a technical related area; and a minimum of one semester of CAD course work and/or training; or equivalent combination of education and experience.
• **Supervisory Experience:**
  This job has no supervisory responsibilities.

• **Language Ability:**
  Ability to read and understand basic instructions, short correspondence, and memos. Ability to write business correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

• **Math Ability:**
  Ability to compute rates, ratio, percentage and manipulates mathematical formulas for data processing.

• **Reasoning Ability:**
  Ability to research background information to define problems, including collecting data, establishing facts, defining options and drawing a valid conclusion, and interpretation of the abstract and concrete variables associated with the problem.

• **Computer Skills:**
  Must possess proficient computer aided design (CAD) skills. Ability to use word processing, spreadsheet applications, and data base systems to support CAD drawings. Ability to translate staff, contractors and design professionals CAD requirements into drawings.

• **Certificates and Licenses:**
  Valid Florida Driver’s License.

**Responsibility for People and Property:**
This position is responsible for equipment used in performance of the job.

**Responsibility for Communication:**

• **Internal Contacts**
  This position has routine contact with State College of Florida, Manatee-Sarasota staff.

• **External Contacts**
  This position has occasional contact with State College of Florida, Manatee-Sarasota students.

**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.

While performing work, the noise level in the work environment varies from very quiet to high levels as is typical of a construction site. The environment is predominately indoors in a centrally heated/air-conditioned climate but outside inspections are required. Lighting conditions meet recommended standards and are provided by direct and/or indirect electric light fixtures of various kinds.
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 regularly required to touch, handle, feel or reach objects, tools and controls, and verbally communicate with co-workers. The employee is frequently required to sit for extended periods of time. The employee must occasionally lift and/or move up to 20 pounds and be able to climb ladders and to perform inspections at existing facilities. Specific vision abilities required include close vision, distance vision, identification and discernment of colors, peripheral vision, depth perception and the ability to focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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