Position Description
CADD Specialist Senior - Project Position

Position Summary:

This position will lead the updating, reconciliation and maintenance of space data and space utilization diagrams between the Division's existing Computer Aided Design and Drafting (CADD) based system covering 30 state office buildings and a contracted third party vendor (Archibus) space management and planning software system. This position will document system use and reconciliation procedures and train other staff in this review process. This position will work under general supervision.

15. Goals and Worker Activities

75% A. Update and reconcile CADD system information and Archibus space management information.

A.1. Review the Archibus System features, operation and state data and drawings that have been uploaded to that system.

A.2. For each state building (total of 30), begin the comparison of state data and architectural drawings that are on the Division's CADD system with the poly-line information and data that is in contained in the Archibus system database. Correct any missing or incorrect information as necessary in both systems.

A.3. Work with other section facility design staff on resolving questions or discrepancies in building diagrams or related data. Add any missing building information to the CADD library and Archibus data base as requested by the Section Chief.

A.4. Conduct on site field visits of state facilities to verify current building layouts to resolve discrepancies in space measurements or utilization. Update information in either or both systems as required from the findings of the field visits.

10% B. Maintain space data and space utilization diagrams in both Autocad and Archibus

B.1. Maintain the current Division CADD drawings by updating the drawings following changes in furniture reconfiguration or due to construction projects at DOA owned facilities.

B.2. Review Division of Facilities Management (DFM) CADD system design protocols, procedures for updating and maintaining drawings and related data and policies for system operation and use.

B.3. Provide status reports to management on the progress of reconciling the data between both systems and other information as required to assist in the Division's responsibilities for space management and planning.

10% C. Train DFM staff in the CADD system review process

C.1. Create documentation on Archibus system utilization, data access and reconciliation procedures for use by other Space and Project Management Section staff. Train staff in the use of these procedures and provide technical assistance as required.

C.2. Create standard keys, blocks and building standards sheets to streamline the section drawing processes.

5% D. Other duties as assigned

Knowledges, Skills, and Abilities:

- Knowledge of basic computer skills (Windows, Word, Excel)
- Extensive knowledge of drafting principles, methods, procedures and techniques
- Extensive knowledge of Computer-Aided Drafting and Design software
- Knowledge of architectural terms and components as it relates to CADD drawing production
- Knowledge of space management system software
- Skill in creating standard keys, blocks and building standard sheets
- Skill in documenting work procedures and providing training to others
- Thorough knowledge of architectural production drawings and symbols
- Ability to communicate effectively
- Considerable knowledge of data management and file management, both electronic and standard filing systems
- Associate Degree in Computer Aided Drafting and Design or a related field desired or the equivalent in professional work experience.

Other requirements:

Travel within the state will be necessary, but infrequent, with periodic travel to sites for field verification and to inspect facilities. A valid driver's license or ability to provide one's own transportation will be required. Ability to lift and move 30 pound objects, to use a measuring tape to measure distances, to visually inspect rooms, to move and setup ladders and to climb. Verification is primarily interior but occasionally may involve exterior verification in less than ideal conditions.