Job Title: CAD/CAFM Specialist I

BCAT Code: 09VX38  Effective Date: April 1, 2007
Pay Grade: G11  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Assists in the facilities maintenance and with construction activities, such as Computer-Aided Design (CAD). Links CAD information to relational databases.

Examples of Duties
- Assists in maintaining and updating building drawings used in construction or renovations projects.
- Assists in the production of computer graphics and drawing presentations using CAD.
- Maintains accurate bar codes on all assigned rooms.
- Assists Project Managers with the production of CAD documents.
- Maintains a current knowledge in CAD/Computer-Aided Facility Management (CAFM) technology.
- Maintains the CAFM database.
- Maintains the CAD standards and scans drawings into the document management system.
- Performs other CAD/CAFM related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of computer software, such as spreadsheets, computer graphics, and relational databases.
- Knowledge of CAD and CAFM technology.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task and pay attention to detail.
- Ability to interpret architectural construction drawings.

Minimum GSU Hiring Standards
Associate’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.