Georgia State University

Job Specification

Job Title: CAD/CAFM Specialist II

BCAT Code: 09VX39  Effective Date: April 1, 2007
Pay Grade: G13  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
- Maintains and updates building drawings used in construction or renovations projects.
- Produces computer graphics and drawing presentations using CAD.
- Maintains accurate bar codes on all assigned rooms and manager contacts.
- 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 document management system.
- Researches, develops, and implements a spatial analyst link between campus maps and the CAFM database.
- Assists with the development and deployment of web-based CAFM databases.
- Performs other CAD/CAFM related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of computer software, such as spreadsheets, computer graphics, web design, and relational databases.
- Knowledge of CAD and CAFM technology.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication 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 three 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.

Office of Human Resources  Classification Section