



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Computer Aided Design Operator	Job Code:	811020	Job Grade:	BM
Reports To:	Senior Engineering Designer	Pos. No:	255, 276, 278	FLSA Code:	E
Department:	Public Works	Loc. Code:	3330072	SIC Code:	9532
				WC Code:	8810
Division:	Engineering/Construction	CS Code:	C	EEO Code:	C02

Summary of Functions: Provides drafting and technical assistance to engineering technicians, civil engineering designers, field survey parties and project managers as part of the design and project matrix teams.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Assists in the design and preparation of documents for the design of street, road, bridge and storm sewer projects.	50	E
2. Writes legal descriptions for land parcels. Assists in the preparation and completion of survey information and data by engineers for construction. Checks survey work output for accuracy and completeness. Assists in communicating with survey parties and assists the Party Chief in solving survey problems.	10	E
3. Assists project managers in making modifications/revisions to construction plans due to field changes and prepares "as built" plans.	10	E
4. Performs engineering computations to prepare estimates of quantities and to check computations performed by outside consultants	05	E
5. Reviews plans, specifications and cost estimates from outside consultants to ensure acceptability and assists in collection, assembly and analysis of engineering data.	05	E
6. Performs studies, investigative and research work and carries out assignments requiring the application of engineering techniques and procedures.	05	E
7. Acts as a member of project matrix teams and assists project managers in construction project management. Assists in the attainment of various Departmental goals and objectives.	05	E
8. Maintains Public Works archives and records. Meets public and other agency requests for documentation from these archives. Maintains weekly revolving backup copies of all digital files in the design section for off-site safekeeping.	05	E
9. Performs related duties as assigned.	05	E

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Two (2) years of work-related experience or 30 hours from an accredited college or university in civil (transportation) engineering or related field, or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Must have good working knowledge of computer-aided design and drafting software and electronic surveying output. Knowledge of design and drafting tools and software used in the preparation of plans and specifications, Ability to communicate orally and in writing and establish and maintain effective working relationships with employees, departments and the general public.

Physical/Environmental Requirements:

Standard Office environment.

Hay Points/Point Factor:

KH: E11-152 PTS, PS:D3 (33%) 50 PTS, AC: D1C 66 PTS, TTL: 268 PTS., KH/PS/AC: 56-19-25, Profile: +2

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date _____

Approved by Civil Service Commission on _____

Date 7/18/2005

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.