

City of DeFuniak Springs

71 US Highway 90 West
Post Office Box 685
DeFuniak Springs, FL 32435



Phone: 850-892-8500
Fax: 850-892-8506
TDD: 850-892-8504

JOB NOTICE COMPUTER AIDED DESIGN (CAD) COORDINATOR – PUBLIC WORKS DEPARTMENT

Post Date: September 11, 2020

Close Date: Open Until Filled

FLSA Status: Non-Exempt

Starting Pay Range: 17.67-28.67 DOQ

Job Summary:

This position oversees all Drafting, GIS and GPS operations in the workplace. Manages the (CAD) staff and ensures the accuracy and integrity of (GIS) data and metadata. Oversees the use of ground penetrating radar (GPR) and the use of Global Positioning System (GPS) equipment. Typical work schedule will be Monday through Thursday from 7 a.m. till 5 p.m. Subject to be called in on a holiday or during an emergency situation.

Position Qualifications:

A two (2) year technical diploma with a minimum of eight (8) years of experience in the drafting and design field, or a four (4) year degree in drafting and design from an accredited school with five (5) years' experience in the drafting design and engineering field using drafting software and/or the equivalent combination of training and experience which provides the required knowledge, skills, and ability to perform the job. Requires a valid driver license.

Applications may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status.

COMPUTER AIDED DESIGN (CAD) COORDINATOR

FLSA STATUS: Non-Exempt

DEPARTMENT: Public Works

JOB SUMMARY:

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ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Supervise CAD Department personnel
- Coordinate with engineering firms working on city infrastructure and utility projects.
- Coordinate with Florida Department of Transportation on FDOT projects that impact city utility lines.
- Coordinate with other utility owners on their projects that impact city utility lines.
- Research and analyze old drawings to facilitate location of lost utility lines.
- Research and analyze property descriptions from county sources that impact city utility lines and properties.
- Review and check drawings created by department personnel and engineering firms and their contractors.
- Verify data logs and spread sheets prepared by department personnel or submitted by outside sources.
- Ensure department personnel back-up electronic data to data storage devices for off-site storage on a daily basis.
- Oversee the location and marking of below ground utility lines and valves per line locate requests as required by state law.
- Oversee the use of Ground Penetrating Radar (GPR) to locate underground utility lines.
- Oversee the use of Global Positioning System (GPS) for locating utility lines, valves, manholes and hydrants for importing into an electronic map, databases and spreadsheets as required by the Florida Department of Environmental Protection (FDEP).
- Oversee ongoing training of department personnel.
- Oversee the installation of marking tags for fire hydrants for an identification system as required by the Florida Department of Environmental Protection (FDEP).
- Oversee office management to include the maintaining and ordering of office supplies, plotter and printer media, inks and toners, graphics software packages and specialized equipment and their supplies.
- Manage department purchase order requests and purchases.
- Manage department personnel leave requests and performance evaluations.
- Develop annual budget for the CAD Department.
- Primary point of contact on all matters relating to the technical use of all CAD related platforms and systems.

- Adhere to work schedule and attendance requirements.
- Performs other duties as directed or required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of drafting standards and practices.
- Ability to supervise other employees.
- Knowledge of using drawing software packages.
- Ability to communicate effectively, verbally and in writing with employees, department heads, and the public.
- Ability to demonstrate initiative and creativity in coordinating tasks and projects.
- Ability to plan and coordinate the work of the department in a manner conducive to full performance and high morale.
- Knowledge of computer and network systems and peripheral equipment used in the drafting and design field.
- Ability to use multiple CAD platforms (Autocad Map 3D preferred).
- Ability to understand the principles and assembly of fittings, pipe materials, and sizes related to all water, sewer and gas utilities.
- Proficiency in the use of GPS data acquisition software and equipment.
- Proficiency in using assorted graphical software packages.
- Proficiency in the operation and use of large format printers, scanners and related software.
- Proficiency in reading drawings, legal descriptions and aerial photography.
- Proficiency in the use and reading of Ground Penetrating Radar equipment.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are 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 job functions.

Use of both hands and fingers with dexterity. Required to sit, walk, talk and hear. Required to use hands and fingers to operate objects, tools or controls and reach with hands and arms. Must be able to lift and/or move up to 35 pounds. Must be able to maintain body equilibrium to prevent falling when walking or standing on uneven surfaces. Must be able to handle, seize, hold, grasp, turn or otherwise work primarily with fingers rather than with the whole hand or arm. May be exposed to possible bodily injury from vehicular traffic or falling from high exposed places. May be subject to insects, snakes, rodents or spiders. May be required to be available for after normal business hours. Specific vision abilities required include close vision and the ability to adjust focus.

Council Approved: August 22, 2011