



## JOB POSTING

**Date of Posting:** October 16, 2008  
**Posting Number:** CA101608CTII  
**Position:** CADD Technician II  
**Status:** Non-exempt  
**Location:** Torrance, CA  
**Position Reports To:** Project Manager

The primary function is to handle drafting responsibilities for the functional department in the areas of transportation, telecommunications, electronic security systems, or others as necessary.

### **Essential Duties and Functions:**

- Generates new permit, engineering, construction and as-built drawings and/or maps, and edits existing ones as requested.
- Generates other standard prints such as fiber charts, splice diagrams, and detail drawings as necessary.
- Incorporates geographic and fiber information from engineering notes to drawings, diagrams, and/or maps.
- Maintains a low error rating, shows competencies in several disciplines, and meets deadlines consistently.
- Makes and develops new procedures to optimize the drawing process.
- Makes recommendations on practices and techniques to optimize plant layout.
- Contacts company and subcontractor personnel for information required for the completion of as-built drawing packages and other submittals.
- Other duties as assigned by supervision.

### **Qualifications:**

Associates degree in Computer Aided Drafting or equivalent and two years working experience in the field of CADD operations or an acceptable equivalent in education and experience. Should also have a strong working knowledge with AutoCAD and the Windows environment. Knowledge of other software programming is helpful. Experience with CCTV & access control systems is preferred. If required by job responsibilities, the incumbent must possess a valid driver's license.

A U.S. Department of Defense secret level clearance will likely be required by the incumbent if the department or work location deals with security installation work.