



JOB POSTING

Date of Posting: August 2, 2007
Posting Number: NJ8207CTI
Position: CADD Technician I
Status: Non-exempt
Location: South Plainfield, NJ
Position Reports To: Construction Manager

The primary function of the incumbent 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.
- 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 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. 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.