University of North Texas

Job Description

Purpose/Description

This is a technical management position responsible for oversight of the university's computer-aided drafting and design program, departmental records retention system, and supports integrating electronic facilities drawing files with facilities management databases. This position may provide design services to assist in the execution of construction projects. This position may supervise a team.

Representative Tasks

- Manage institutional standards for computer-aided design and building information modeling.
- Supports the transfer of building information data from project BIM files to facilities databases.
- Manage records retention for departmental records library of facility information.
- Maintain facilities architectural drawing files in CAD environment that document as-built conditions.
- Support the computer-aided facilities management (CAFM) system by integrating CAD drawings and databases.
- Deliver technical expertise and coordinate training of staff using drafting and design software packages.
- Reviews project record document deliverables for compliance with institutional standards.
- Provides room numbers for all areas of renovation, remodeling or new construction to ensure compliance with institutional standards.
- Evaluates database and software needs relevant to document management and facilities management, including implementation, system maintenance, and troubleshooting.
- Manages data collection at designated points from various facilities management processes to support institutional space reporting and as-built records.
- Supervises continual quality assurance program of facilities as-built conditions.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties or job may change over time in accordance with the ongoing needs of the Department.

Supervision
Job Title: CAD Manager
Job Function: Facilities Development
Job Family: Planning and Design

Received: Work completed autonomously. Receives general direction working from established policies and procedures. Supervisor sets overall objectives and resources available, and provides consultation to employee to develop deadlines, projects and work to be completed. Employee plans and carries out assignments, resolves most conflicts, coordinates work with others, and interprets policy on own initiative. Employee keeps supervisor informed of progress, potential issues or far-reaching implications.

Given: Typically acts as a lead, coordinating the work of others, but not a supervisor. Allocates work as a team leader, coordinates tasks for the team and may check on quality and work progress. May also act as a coach or mentor. May supervise hourly or student employees.

**Education and Experience**

Bachelor’s Degree in Architecture, Engineering, Interior Design, Computing, or related field and five years of experience in project management related activities to include planning, budgeting, and documentation, two years of which must be related to CAD or space database management; or any equivalent combination of experience, education, and training.

The following knowledge, skills, and abilities are required:

- Proficiency in AutoCAD and other specific software.
- Excellent communication skills.
- Basic understanding of architecture, engineering, and construction industry practices for developing construction documents and plans.
- Knowledge of relevant regulation and compliance matters appropriate to work performed.

**Licenses, Certificates or Registration**

Possession of a valid Texas driver’s license or ability to obtain within 30 days of employment; ability to drive a vehicle and maintain coverage under University liability insurance policy, if required to drive University vehicles.
Physical Job Requirements

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use fingers and hands to feel, grasp, operate or handle objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.