

**THE MCKNIGHT GROUP
MCKNIGHT & HOSTERMAN ARCHITECTS, INC.
NON-EXEMPT SUMMARY JOB DESCRIPTION**

- I. **JOB TITLE:** CAD Operator
- II. **DEPARTMENT:** Working Drawings
- III. **REPORTS TO:** Project Manager
- IV. **DESCRIPTION:** Under general supervision, perform drafting and computer graphics duties to prepare and maintain working drawings for civil, architectural, structural, plumbing, mechanical and electrical drawings.
- V. **KEY DUTIES/RESPONSIBILITIES:**
 1. Assist with the preparation of construction documents primarily from redlines and hand drawn sketches prepared either by the Project Manager or Project Captain as assigned.
 2. Assist with the preparation of construction documents from redlines or hand drawn sketches prepared by one of the Engineering Services Group staff consisting of, but not necessarily limited to, the following: Civil/Site Drawings, Structural Drawings, Plumbing Drawings, HVAC Drawings, and /or Electrical Drawings as assigned.
 3. Operate a CAD workstation and take initiative to learn new and faster ways of producing accurate and complete construction documents for all trades.
 4. Create, maintain, and timely submit accurate weekly time records for accurately tracking the time spent on each project and for payroll purposes.
 5. In addition to redlines and hand drawn sketches, obtain information required to perform the work from verbal communication, marked drawings, listings, field notes, vendors' catalogs, and technical reference manuals.
 6. Perform mathematical calculations required to accomplish the assigned work.
 7. Operate copy machines, plotters, and other duplicating equipment as directed.
 8. Maintain and implement all written CAD drafting standards throughout entire set of construction documents.
 9. Implement sheet layout standards as developed by the Company for all drawing series comprising a complete set of construction documents.
 10. Demonstrate the highest standards of ethical behavior and support the Company's Business Ethics and Conduct Policy.
 11. Adopt and adhere to standard office policies as outlined in The McKnight Group "Employee Handbook" and McKnight & Hosterman Supplement.

12. Assume other duties and responsibilities as assigned.

VI. EDUCATION/EXPERIENCE:

A. Educational Requirements:

Associate degree in architectural drafting and design (manual and/or computer automated) or in civil, electrical, or mechanical engineering technology. Alternatively, must have at least two years of architectural school education and pursuing an architectural degree.

B. Experience Requirements:

Minimum of six (6) months CAD drafting experience in an architectural or engineering office.

VII. EMPLOYEES SUPERVISED

Number of :		
<u>Direct Reports</u> <u>(Number and Title)</u>	<u>Employees Supervised</u> <u>by Direct Reports</u>	<u>Total</u>
N/A	N/A	0

VIII. ADDITIONAL INFORMATION:

Must be familiar with conventional drafting symbols and drafting methods.

Must be familiar with and have an aptitude for computer graphics and automated drawing methods and have the ability to distinguish colors.

Must possess and maintain a valid state driver's license. Must meet all vehicle operation requirements as designated by federal and/or state law.