

POSITION DESCRIPTION**GU-16****Town of Needham****AutoCAD Technician****10/2016*****Duties:***

Under the general supervision of the Assistant Town Engineer, perform a variety of drafting duties in support of Engineering Division operations.

Perform computerized and manual drafting, planning, reviewing and related responsibilities to ensure compliance with various local and state codes and regulations and following accepted drafting methods and procedures. Prepare and contract and construction drawings for Public Work's projects. Confer with other department and Town personnel, realtors, utility companies and others as necessary. Perform other drafting responsibilities to include house and building number assignments, map routes, creation of abutter's lists and related duties.

GIS system relative to plot plans of houses, additions, pools, etc. Update and maintain water and sewer service connection cards.

Prepare and maintain engineering office records to include street acceptance plans, plot plans, and other department maps, plans and records. Maintain cross-referencing index system for archived plans and reference library. Conduct research, provide information and advice to residents and businesses on issues relating to assessments, betterments, easements, location of utilities and buildings, and house numbering.

Perform related duties as assigned.

Basic Knowledge:

Duties required knowledge of engineering, surveying and drafting equivalent to completion of two years of college, must be proficient in the use of AUTOCAD R12 or higher. Familiarity with AUTOCAD Landbase and ArcView GIS desired.

Experience:

Work requires 1 to 3 years of related drafting experience to become proficient in the position.

Independent Action:

Incumbent functions independently within scope of Engineering and Town policies and procedures. Refers more complex procedural issues or matters requiring exception to established policy to supervisor.

Supervisory Responsibility:

Provides functional guidance and supervision to co-op engineering students and summer employees when assigned to drafting and office tasks.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Frequent interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.

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