

Missouri Department of Transportation

Code: R03011

Title: Computer Aided Drafting and Design Support Specialist

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date 11-01-2007

Replaces
(Effective Date)

General Summary The computer aided drafting and design (CADD) support specialist provides entry-level support and guidance to Department personnel using CADD applications through developing, maintaining, coordinating training and documenting CADD software applications. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications Two years of college or Associate's Degree: Engineering Technology
Four years of experience in highway engineering design.

Supervisory Responsibilities None

Location Central Office - Design

Special Working Conditions/Job Characteristics Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Provides solutions to questions and concerns regarding CADD applications to Department personnel.
- (2) Conducts and coordinates training courses in the districts and Central Office using CADD application to highway design.
- (3) Assists in the development, evaluation, certification and implementation of CADD applications.
- (4) Develops and maintains instructional manuals and objectives for CADD training courses.
- (5) Provides current and updated CADD standards to Department personnel and consultants; provides standardized data for contract plans.
- (6) Reviews district electronic deliverable plans for completeness and accuracy in order to provide construction bidders the best information available to estimate on projects.
- (7) Develops and customizes configuration settings for CADD applications to provide optimal application performance to Department personnel.
- (8) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.