



Gulf Coast Authority Job Posting

General	
Please apply at GCATX.ORG/Careers Page	
Position	Pay Range
CAD Technician	For Qualified Candidates IS ~ \$28.07-\$36.15
Job Summary	
The CAD Technician performs drafting services for GCA, including operating computer-aided drafting system (2D & 3D), creating, updating, and filing of drawings, development of standards and other tasks. Reports directly to the Assistant Director - General Engineering.	
Typical Duties and Responsibilities	
Create accurate CAD drawings from hand sketches, field notes, verbal instructions, and site visits. Operate CAD system (Autodesk AEC Collection, 2D & 3D) including the development of drawings, backup of files, file maintenance and checking for accuracy. Coordinate filing, storage, and retrieval of both hardcopy and electronic drawings. Update facility electronic drawings and assist in the maintenance of master documents. Design of piping systems and equipment layouts. Visit job sites to gather field sketch information for the creation and /or modification of drawings. Communicate with engineering staff, facility personnel, contractors, and other personnel to accomplish tasks. Perform work in accordance with established system management processes, including operational standards, organization, records retention, and file management. Perform other related duties as assigned.	
Knowledge, Skills, and Abilities	
Drafting skills involving units of measure, unit conversions, complex calculations and working with fractions. Advanced AutoCAD skills, knowledge of P&IDs, familiarity with pipe design and pipe modeling. Knowledge of Plant 3D, Civil 3D, coordinate systems, structural and electrical drawings. Working knowledge of MS Office (Word, advanced Excel, Outlook). Advanced knowledge of engineering drafting, blueprint reading, technical manuals and other related material. Ability to organize and maintain filing system (both electronic and hardcopy) for drawings within established structure and recordkeeping requirements. Ability to write memoranda, drawing notes and other technical information. Ability to operate CAD office equipment such as computer, plotter, scanner, and printer. Ability to safely operate assigned vehicles. Ability to present and communicate in a professional manner orally, in-person and by telephone and electronic means.	
Environmental conditions	
Work is performed both indoors and outdoors with some exposure to extreme heat (100° F) and cold (32° F). Work in an industrial environment that may involve exposure to potential noise, mechanical, electrical, explosive, fume/odor, dust, chemical, and waste hazards with proper precautionary procedures. Safety requirements include the ability to wear all personal protective equipment. Be responsive and available in emergency situations as required.	
Education, certification, and experience required	
With an Associate degree (A.A.S.) in CAD (or equivalent): Minimum of 3 years of CAD experience in industrial settings. Applicants currently pursuing an Associate degree in CAD may also be considered based on experience. Without A.A.S. in CAD: Minimum of 5 years of CAD experience in AutoCAD systems. Valid Class "C" Texas Driver's License.	
Physical requirements	
Ability to sit, stand, walk, and twist upper body while performing various job functions such as drawing, sketching, filing, and onsite inspections. Ability to occasionally kneel, crouch/stoop, squat, crawl, and climb while performing various onsite field activities. Ability to grasp with hands and/or manipulate with hands various office implements and equipment such as computer keyboard, calculator, telephone and other peripherals. Ability to lift, carry, push, pull, and place bulky objects weighing up to 40 lbs.	
Summary and Timing	
The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to the expectations described herein does not constitute harassment in any form.	