



Gulf Coast Authority

910 Bay Area Boulevard - Houston, Texas 77058

CADD Operator

***** LOCAL CANDIDATES - PRINCIPALS ONLY *****

Gulf Coast Authority is located in the Clear Lake area of southeast Houston, Texas. Established by the Texas Legislature in 1969, GCA is celebrating our 50th year of “Protecting the waters of the State of Texas” and continue a significant role in improving the water quality through regional industrial wastewater treatment and other services.

This CADD Operator position performs drafting services for GCA including operating computer-aided drafting system (2D & 3D), creation and updating of drawings, filing of drawings, development of standards and assistance on projects on an as-needed basis. Requires an Associate degree (A.A.) in CADD drafting plus minimum of 3 years of CADD experience. AutoCAD 3D, P&ID's, Pipe Modeling or Electrical is a plus along with working knowledge of MS Office (Word, Excel, Outlook). Preference given to applicants living in the greater Houston area.

Typical Duties and Responsibilities:

- Create accurate CAD drawings from hand sketches, field notes, verbal instructions and site visits.
- Operate CADD system (2D & 3D) including preparation of drawings, back up of files, file maintenance and checking for accuracy.
- Coordinate filing, storage and retrieval of both manual and electronic drawings.
- Update facility drawings and assist in maintenance of master documents
- Visit job sites to gather field sketch information for the creation and/or modification of drawings.
- Communicate with engineer staff, facility personnel, contractors and other personnel to accomplish tasks.
- Perform work in accordance with established system management processes including operational standards, organization and file management.
- Update and maintain facility electronic drawings lists.
- Perform other related duties as assigned.

Knowledge, skills, and abilities

- Knowledge of engineering drafting, blue print reading, technical manuals and other related material.
- Knowledge of the operation and use of AutoCAD (2D & 3D) computer-aided drafting systems in the latest version.
- Skill in the preparation of engineering drawings (2D & 3D) with the CADD system.

- Ability to organize and maintain filing system (both electronic and hardcopy) for drawings within established structure.
- 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 vehicle.
- Ability to communicate in a professional manner orally, in-person and by telephone and electronic means.
- Knowledge of piping design.
- Possess a valid Class "C" Texas Driver's license.

Environmental conditions

- Work is performed both indoors and outdoors with some exposure to extreme heat (100° F) and cold (32° F).
- Work occasionally in industrial environment that may involve exposure to potential noise, mechanical, electrical, explosive, fume/odor, dust, chemical, and waste water hazards with proper precautionary procedures.

Education, certification, and experience required

- An Associate degree (A.A.) in CADD drafting plus minimum of 3 years of CADD experience or equivalent experience in CADD systems.
- AutoCAD 3D, P&ID's, Pipe Modeling or Electrical is a plus
- Working knowledge of MS Office (Word, Excel, Outlook)
- 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 on-site inspections.
- Ability to occasionally kneel, crouch/stoop, squat, crawl, and climb while performing various on-site field activities.
- Ability to lift, push, pull, and roll stacks of drawings weighing up to 40 lbs.
- Ability to efficiently enter data on computer keyboard.
- Ability to safely operate a motor vehicle.

GCA offers competitive salary and excellent benefit package to the right individuals. Check our website at www.gcatx.org for additional information on GCA. **However, there is no relocation assistance.**

Again, no phone calls and principals only, please. To be considered, all applicants must email resume with salary requirements to the attention of Keith Hardcastle, Human Resources Director, with CADD in subject line, at khardcastle@gcatx.org. All inquiries remain confidential.

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.