



JOB ANNOUNCEMENT
General Public Vacancy
OPEN DATE: July 11, 2024
CLOSE DATE: Until Filled

JOB TITLE: CADD Technician

PAY RATE: \$18.00/hr

DEPARTMENT: Utilities

DIVISION: Utilities Administration

SUMMARY:

Performs under general supervision of the Utilities Director or designee. A functional position responsible for meeting all City Drafting requirements as requested by the Utilities Director, City Manager and Elected City Officials. A high degree of technical knowledge in the area of mechanical, civil and automated drafting programs is required to prepare and revise plans, street and utility base maps and subdivision development drawings. The position involves working with department officials during the initial stages of project development. Held accountable for drafting supplies and maintenance of drafting equipment.

DUTIES AND RESPONSIBILITIES:

- Research information in preparation for design work to develop plans and maps.
- Revises maps and plans.
- Develops various designs on the Auto CAD System and manually drafts designs when needed.
- Responsible for the update and upkeep of system maps.
- Establishes goals, objectives, procedures and policies to ensure the effective and efficient operation of Drafting Section.
- Develops and maintains files of all City easements, maps, subdivisions and the utility system.
- Prepares presentations and illustrations.
- Perform general maintenance and upkeep equipment.
- Performs other duties as assigned.

PREFERRED JOB QUALIFICATIONS:

- Two (2) years degree in Drafting and Design.

MINIMUM JOB QUALIFICATIONS:

- Must have two (2) years related experience in drafting related field.

EMPLOYMENT REQUIREMENTS:

- Valid NM Class D Driver's License and must be insurable by the City's insurance carrier.
- High School Diploma or GED.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively with the general public and administrative personnel.
- Ability to communicate effectively orally and in writing.
- Ability to interpret aerial maps.
- Ability to interpret plans surveys, legal descriptions and construction drawings.
- Skills in the utilization of the latest Drafting equipment.

- Must have knowledge and understanding of importance in maintaining updated records and mapping systems.
- Knowledge in the use of field survey equipment.
- Ability to provide exemplary customer service.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Work is performed primarily in an office setting approximately 90% of the time.
- Working surface is on even, flat/hard and/or carpeted areas.
- Some travel and field work approximately 10% through even and/or rough terrain is required occasionally, to include during inclement weather conditions.
- May be required to attend City Council meetings as scheduled.
- Additional evening and weekend work may be required occasionally.
- Mobility Factors: Walks 5% of the time, Climbs stairs 2% of the time, stands 5% of the time, sits 95% of the time.
- TRUNK: Bend Occasionally.
- ARMS: Reaches, works with arms occasionally and carries up to 20 lbs.
- LEGS: Bends, kneels, squats and walks.
- HANDS: Gross dexterity, occasionally grasp/ manipulate, frequently speed required, occasionally bilateral coordinator, eye and hand coordination.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>

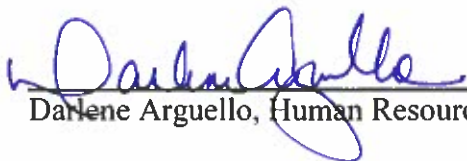
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director