



DEPARTMENT OF

INFRASTRUCTURE AND DEVELOPMENT

CAD Technician

Salary: \$44,870

Type: Full Time

Benefits: Full Benefits

Closing Date: Open Until Filled

About DID

The Infrastructure and Development Department is responsible for administering all infrastructure and development projects in the City. The Department is the one-stop-shop for Developers entering the City to have projects reviewed through all phases, including Planning, Engineering, Traffic Control, Building Permits, Fire Marshal, and Construction Inspection.

Profile

Profile:
The CAD Technician is under the supervision of the City Surveyor and is responsible for creating drawings compiled from City records and information, public data sources and/or survey data. This position creates and updates plans, maps and plats using CAD and GIS software. The CAD Technician is responsible for creating and updating GIS layers/databases and for reviewing and stamping deeds as part of the Land Records recording process.

Preferred Education

Associate's Degree in architecture, engineering or graphic design and/or GIS or equivalent training, education and/or experience in AutoCAD Civil and ArcGIS(Pro) software.

Preferred Experience

At least two years of experience in CAD drafting or GIS layer/database creation.

Requirements/Certifications

Valid Driver's License.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD

Classification Description

Classification Title: CAD Technician
Grade: 6
Department: Infrastructure & Development
FLSA Status: NE
Date: 4/17/2024

Position Profile:

The CAD Technician is under the supervision of the City Surveyor. The CAD Technician creates, updates and utilizes plans, maps and plats for City and development projects using CAD and GIS software.

Duties and Responsibilities

Administration/ Task Management – *Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner*

- Performs administrative duties to include maintaining and tracking CAD files submitted for Development and Infrastructure projects.
- Verify the CAD submittals for format and content.
- Maintain file system for submitted CAD files.
- Answer and direct phone calls when needed.

Skill Proficiency/ Technical Aptitude – *Skillful in use of tools, hardware, software, and equipment*

- Responsible for creating drawings compiled from City records and information, public data sources and/or survey data.
- Responsible for creating and updating GIS layers/databases from City records and information, public data sources and/or survey data. Creating maps from existing GIS data.
- Responsible for reviewing and stamping deeds submitted for recording.
- Ability to use CAD and/or GIS software to create/maintain drawings/maps from current and historic records, aerial photography, survey data, etc.
- Ability to convert data to/from GIS and CAD.
- Requires general understanding of typical deed format and language to verify that a deed is not creating an illegal subdivision of lands.

Leadership/ Role Model - *Acts a role model and peer leader among teammates and colleagues*

- Have knowledge of principles and practices of workplace safety, operational procedures and legal compliance.
- Excellent organizational and interpersonal skills including written and verbal communication skills.
- Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies, procedures, regulation or government law.

Stewardship/ Resources - *Safeguards equipment, supplies and materials*

- Assist City Surveyor with CAD/GIS team software recommendations and budget concerns.
- Keeps workstation software and hardware up to date.

Development/ Professional Development *Participate in opportunities to earn or maintain professional credentials and certifications.*

- Support internal and external Department of Infrastructure & Development inquiries.
- Serve as a point of contact with City employees and residents to assist with information requests.
- Work on improving leadership skill by attending relevant meetings and trainings.

Performance Expectations

- Communication: Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- Work Ethic: Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- Teamwork: Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- Problem Solving: Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- Initiative: Takes charge before others do and/or without being instructed.

Education and Experience

- Associate's Degree in architecture, engineering or graphic design and/or GIS.
- At least two (2) years of experience in drafting and/or land surveying.
- Or equivalent training, education and/or experience in AutoCAD Civil and ArcGIS(Pro) software.
- Knowledge of MS Office Suite, internet, email and other typical office software.

Physical Requirements

- Work requires no unusual demand of physical effort.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, incident sites, e.g., use of safe work place practices with office equipment, avoidance of trips & falls, observance of fire & building safety, as well as incident/accident site protocols.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.