



Fremont Unified School District  
Classified Job Description

Facilities and Computer Aided Drafting  
and Design (CADD) Technician

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

**Summary:**

The Facilities and Computer Aided Drafting and Design (CADD) Technician reports directly to the Director, Facilities and Construction or designee to prepare drawings, schematics, and graphic presentations depicting district facilities, including utilizing CADD technology. To provide technical assistance related to facilities and construction, including data collection and analysis of district facilities; maintain construction documents, records, and files; and perform related work as assigned.

Incumbents in this technical class are responsible for technical assistance related to facility and construction and all District computer-aided facilities design and drafting support activities. This class is distinguished from other IT classes in that it reports to facilities administration and has specific responsibilities in that specialized area, rather than business, administrative, and instructional applications.

**Essential Functions:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Depending on the assignment, duties may include but are not limited to the following:

- Prepare conceptual drawings and standard detail drawings for planning purposes
- Develop and update records drawings, as-builts, drawings and facilities maps
- Consult with district staff on needs and usage of proposed remodeling and alteration work
- Collect and analyze information required to produce required drawings, conferring with District staff, architects, engineers and construction officials
- Install, maintain and troubleshoot computer hardware and software for CADD
- Maintain databases and backups of CADD drawings and related documents
- Maintain databases and backups of facility related data, including facilities inventory, capacities, and demographics
- Maintain records of construction designs and drawings in hard copy and electronic files
- Organize CADD and mapping materials for proper storage and access
- Provide CADD drawings, documents, assistance and support to Facilities, Maintenance, Operations and Grounds staff
- Maintain accurate records and files related to work performed
- Maintain an awareness of technological changes and recommends acquisition of hardware and software and operational changes as appropriate

**Qualifications:**

Successful Experience in:

- Techniques and methods of effectively using CADD hardware and software for District facilities planning and operational improvements
- Diagnostic procedures and operations for CADD hardware and software
- Techniques and methods of applicable computer hardware/software evaluation and acquisition
- Architectural and engineering scales, drawings, nomenclature, and conventions
- Applicable hardware and software used by the District
- Construction material and equipment, drawings and building systems and techniques
- Techniques for communicating with a variety of professional and technical staff to ascertain needs and communicate

Ability to:

- Skillfully utilize District software
- Skillfully use hand drafting tools and equipment to produce finished designs, drawings and as-builts
- Work cooperatively with other staff in a high-volume, fast-paced environment
- Organize work, set priorities, resolve problems and meet critical deadlines
- Learn and follow District policies and procedures
- Communicate effectively
- Establish and maintain cooperative working relationships with those contacted in the course of work

**Education and Experience:**

Any combination of education and/or experience equivalent to a two-year degree in drafting, engineering, construction, or related field with emphasis in drafting/computer-aided design.

**Physical Demands:**

The physical abilities required of this job may include the following:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work in a standard office setting, use standard office equipment, including a computer. Ability to install and remove computer equipment and cables, including lifting and carrying objects weighing up to 40 pounds. Ability to identify and interpret communications in handwritten and printed materials, and on the display screen of various office equipment and machines. Ability to communicate effectively in order to perform assigned duties and to exchange information in person, in writing, on the phone and in group presentations.

**Non-Discrimination in Employment:**

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of the person’s actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district’s complaint procedures instituted pursuant to this policy.

**FLSA Status**

Non-exempt

**Approval Date**

N: 04/00 R: 02/03 R: 02/19

**Salary Range**

Range 29