



## **JOB DESCRIPTION**

**POSITION** CAD Operator  
**DEPARTMENT** Engineering  
**REPORT TO** Systems Engineer

### **GENERAL SUMMARY**

Serves as the primary source for computer-aided design (CAD) for Integrated Security Solutions, Inc.

### **ESSENTIAL DUTIES AND FUNCTIONS**

- Ability to work in a dynamic environment and adapt to frequent project changes.
- Ability to follow complex instructions and diagrams to create or modify drawings using company and government drafting standards.
- Accuracy and effectiveness in electronic drafting.
- Coordinate filing, storage and retrieval of both manual and electronic drawings.
- Maintain, support and operate associated plotters and printers.
- Perform drawing and technology research.
- Coordinate with designers, technicians and other personnel to incorporate concepts and information into drawing packages.
- Ability to work effectively as part of a team or independently with minimal oversight.
- Ability to obtain a DOD security clearance and work in a secure environment.

Explain drawings to construction teams and engineers to provide adjustments as necessary.

Interpret specifications.

Review completed construction drawings and cost estimates for accuracy and conformity to standards and regulations.

Performs a variety of marginal duties not listed, to be determined and assigned as needed.

Occasional travel may be required for this position.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Familiarity with, and understanding of engineering concepts and terminology is important. Must have working knowledge of CAD standards, PC application software and drafting/engineering practices and methods. Knowledge of Adobe Acrobat, current version of Auto CAD and/or Micro station, Excel and MS Office is required. This position requires periodic drug testing, a valid driver's license, Background Check and the ability to obtain a U.S. Government Security Clearance.

### **EDUCATION AND EXPERIENCE**

A high school diploma is required. Post-secondary and/or technical school education is highly desirable with a minimum of five years of progressively responsible drafting and/or construction-related CAD experience with emphasis on electrical and/or civil disciplines.

## **CADD Operator**

### **SUPERVISION**

Position reports directly to the Systems Engineer and is under his/her general direction.

### **LANGUAGE SKILLS**

Communicates effectively in both oral and written communications. Communicates with people outside the Company, representing the Company to customers, the public, government and other external sources. Communicated with supervisor, peers and other Company staff working as part of a team contributing to Company goals.

### **REASONING ABILITY**

Must be able to work with either verbal direction and/or from engineering sketches/calculations to produce an acceptable work product with minimal supervision. Ability to define problems, collect data, establish facts, and draw conclusions drawing upon experience, research and input from peers. This position may perform multiple job tasks on a daily basis. Directs unusual or complex problems encountered to the Systems Engineer for input and/or direction.

### **PHYSICAL DEMANDS**

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.

### **WORK ENVIRONMENT**

While performing the duties of this position, the employee regularly works in an office environment with low to moderate noise. Employee may be exposed to weather conditions that are above 100 degrees to below 0 degrees. Wearing of safety clothing and equipment may at times be required.