

INTERNAL JOB OPPORTUNITY

POSITION: CAD TECHNICIAN I		JOB POSTING #:	
DEPARTMENT:	Engineering	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543152
POSTING STATUS:	Regular Full-Time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.11
SHIFT WORK REQ'D:	No	SALARY RANGE:	
DEADLINE DATE:		HOURS PER WEEK:	33.75

DUTIES:

Under the direction of the Drafting Supervisor and GIS Administrator, the CAD Technician I will carry out drafting tasks as assigned, primarily the preparation and editing of composite maps, charts, council drawings, using AutoCad Map software; other duties will include the maintenance of digital atlases, attaching graphical and attribute data, manipulating databases or spreadsheets; interpret and extract information from construction drawings and complex graphic work. Will be responsible for processing cash and financial instruments on a daily basis. Will operate all office related equipment including printers, plotters, and scanners; work in a computerized Windows environment; provide technical assistance to customer inquiries as required; maintain amiable relations with co-workers and the public; performs other related duties including deliveries and lifting of items weighing 45-51 lbs. May also be required to operate a City of Windsor vehicle to attend off-site meetings and to pick up prints when backing up the Print Room Operator. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Performs other related duties as assigned.

QUALIFICATIONS:

- Must have a three (3) year post-secondary school Community College Diploma in Civil or Architectural Technology or related field, or Ontario Ministry of Education equivalency.
- Must have over six (6) months of extensive AutoCad drafting experience working on drawings of a municipal, civil, planning, survey or GIS nature (i.e. plans of subdivisions, roads, sewers, properties, site services, mapping, or similar in nature).
- Must have proven proficiency in Windows network environment, file management and data conversion.
- Must be familiar with road and sewer construction and land survey terminology.
- Must possess exceptional map reading skills.
- Must be able to approach tasks in a systemic way, with the ability to organize and analyze data from a wide range of contexts.
- Must possess the ability to manage personal professional development. This includes being self motivated, working with minimal supervision, ability to manage time effectively, and willingness to learn new software and tasks.
- Must have the ability to communicate clearly and concisely in a written, spoken and graphical form.
- Experience using Adobe Graphic software and knowledge of GIS concepts is considered an asset.
- Must hold and maintain a current valid and lawful Class ‘G’ driver’s license in accordance with the Highway Traffic Act, for the purpose of operating a City of Windsor vehicle and provide a driver’s abstract as a condition of employment.
- A Certificate in AutoCad is considered an asset.
- Certification as an Engineering Technician or Technologist by O.A.C.E.T.T., or willing to work towards certification, will be considered an asset.
- Successfully completed training in Microsoft Suite of Products (Word, Excel, Access, PowerPoint), will be considered an asset.
- Will be required to lift 45-51 lbs.

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- Posting Period:**
- at 8:30 AM to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach as resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Update:**
- By Human Resources on March 10, 2014

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.