

POSITION: CAD TECHNICIAN II**JOB POSTING #:****DEPARTMENT:** Engineering**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543155**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.13**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$26.20 - \$30.80 per hour (2012)**HOURS PER WEEK:** 33.75

DUTIES:

Under the direction of the Drafting Room Supervisor and the GIS Administrator, will carry out drafting tasks as assigned, primarily the preparation of computer-aided road and sewer construction drawings, composite maps, charts, council drawings, using AutoCad, AutoCad Map and Mapguide software. Assist in the permanent input to the GIS system, maintenance of the digital sewer atlas, updating construction As-builts, interpret field notes and Total Station survey data from Field Engineering and other related drafting. Track and maintain Private Drain Connection cards, and As-Built information through the use of existing Access databases and Excel spreadsheets. Research sewer information requests and aerial photo requests. Operate all office related equipment including printers, plotters, scanners, digitizers and large format printer/scanner. Work in a networked computerized Windows environment. Process cash and financial instruments on a daily basis, i.e. reconciling, balancing, checking, signing/issuing receipts. Provide functional supervision to other employees or coordinating/supervising the activities of volunteers. Provide technical assistance to customer inquiries as required. Maintain amiable relations with co-workers and the public. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Perform other related office duties as assigned including deliveries and lifting of items weighing up to 20 kg.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus a three (3) year post secondary school Community College Diploma in Civil or Architectural Technology or related field, or Ontario Ministry of Education equivalencies.
- Must have over one (1) year extensive AutoCad drafting experience (working all day in complex drawings such as, or similar to, road and sewer construction engineering drawings) in a municipal engineering environment and in Windows or Windows NT network environment (file management and data conversion).
- Must have certification as an Engineering Technician or Technologist by O.A.C.E.T.T. or willing to work towards certification.
- Must be familiar with road and sewer construction and land survey terminology.
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.
- Should be self motivated, and work with minimal supervision.
- Should be prepared to be trained in the use of new software.
- Must have proven verbal and written communication skills.
- Should have proven organizational and time management skills.
- Exposure to GIS concepts and AutoCad menu/macro customization will be considered an asset.
- Preference will be given to those having successfully completed training in the Microsoft Suite of Products (Word, Excel, Access, PowerPoint).

POSTING SPECIFICS:

Posting Period:

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE 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 a 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

Updated:

- By Human Resources on September 17, 2012