



## SPRINGFIELD UTILITY BOARD

### Job Description

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**TITLE:** CAD/FM Support Technician  
**REPORTS TO:** Water Engineering Supervisor and  
Water Superintendent

**STATUS:** Non-exempt / Non-union  
**RANGE:** 16

**POSITION SUMMARY:** The CAD/FM Support Technician position creates, modifies and maintains the Water Service Center's maps, drawings and facility records in a variety of electronic and manual formats. This position aids in the development of applications using automated mapping (CAD/AM) and facilities data management (FM). Interfaces with Information Technology (IT) on personal computer hardware and software support to the division. Performs other duties as assigned.

#### **MAJOR RESPONSIBILITIES**

##### *Essential Functions*

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Participates in the management of the common base map layers for the Electric and Water Service Centers.
5. Creates and maintains a variety of electronic and paper copy maps, detailed facility plans and facility data records.
6. Organizes and archives division maps and facility records.
7. Periodically reviews and disposes of maps and facility records according to SUB record management policies.
8. Distributes updated information in electronic and paper copy format to employees and other personnel outside of SUB.
9. Researches and interfaces with IT on specialty items for compatibility with existing systems for engineering, such as, GPS.
10. Helps provide computer hardware and software support for Water Service Center employees and interfaces with the IT department on WSC issues.

## **Page 2 – CAD/FM Support Technician**

11. Performs routine and complex CAD drawing and design tasks requiring the application of computer aided drafting software and the operation of associated hardware such as digitizer, plotter and associated peripheral equipment.
12. Provides training and technical support to division personnel for computer related skills on the use of CAD/AM/FM.
13. Provides technical aid to SUB employees in the productive use of maps and facility information.
14. Provides graphic art and visual art exhibits for SUB supported functions.
15. Maintains a valid Oregon driver's license and good driving and safety record.
16. Performs special projects as required, such as special purpose maps and graphic services for presentations.

### ***Marginal Functions***

17. Provides customer service assistance as needed.

*Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.*

### ***Attributes***

SUB strives to promote a safe, positive and caring work environment. In addition to the above qualifications, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

**OTHERS SUPERVISED**

- None

**MINIMUM QUALIFICATIONS**

***Experience***

- Minimum of four years of progressive experience in the application of computer aided drafting and automated mapping. Facilities management experience preferred.

***Knowledge, Skills & Abilities***

- Expert knowledge in the use of CAD/AM/FM
- Proficient in using computers, hardware and Microsoft Office Word, Excel and Access software
- Communicate effectively orally and in writing
- Perform concurrent multiple tasks with minimal supervision
- High level of accuracy and detail oriented
- Effectively manage work time to meet deadlines and complete assignments

***Education***

- High school diploma or equivalent
- Associate's degree in automated drafting preferred, or equivalent training through work experience

**PHYSICAL AND MENTAL REQUIREMENTS**

- **ALERTNESS AND CONCENTRATION:** Maintains full alertness and concentration at all times.
- **ABILITY TO DEAL WITH STRESS:** Makes decisions calmly in stressful situations. Interacts well with co-workers. Able to coordinate many tasks at the same time, employing a variety of equipment at the same time.
- **VISION:**
  - Far visual acuity:** Sees adequately to drive a vehicle.
  - Near visual acuity:** Reads small print on maps, plans, labels, reports, numerous other written documents and computer screens.
  - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to construction hazards, holes, traffic, co-workers, movements of equipment, or objects falling from above.
  - Color vision:** Judges red, green and yellow traffic lights adequately to drive on highways. Differentiates color of documents and reports.

## Page 4 – CAD/FM Support Technician

- **HEARING:** Hears spoken conversation well in person, and while on the telephone, despite background noise from others in the room or other communication devices in use. Hears adequately to operate a two-way radio.
- **SPEECH:** Speaks loudly and clearly in person and on the telephone to be accurately understood at a distance of 10 feet. Speaks clearly communicating by two-way radio.
- **STANDING:** The worker stands on the job very short periods of time.
- **SITTING:** Worker sits on a variety of office chairs and furniture 7-8 hours daily.
- **WORKER MOBILITY:** Can change position frequently, in and out of office furniture, which requires full body bending and/or twisting. Must be able to operate manual transmission.
- **WALKING:** Walks around office site(s) at times. Total walking per shift is 0-15 percent. Walking occurs on rugs, hard floors, and some outside walking on asphalt and gravel.
- **LIFTING/CARRYING:** 0-5 lbs.--often; 11-20 lbs.--occasionally.
- **PUSHING/PULLING:** Pushing/pulling filing drawer cabinets and other office furniture.
- **REACHING/HANDLING:** Writes and types information, uses computer, does data entry, opens envelopes, uses telephone, radio, etc.
- **TWISTING:** Some twisting is required when lifting items or handing items to fellow workers.
- **CLIMBING:** Climbs stairs at various site(s) for business and breaks.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Minimal exposure to natural environment.
- **PRODUCTS AND MATERIALS:** Paper goods, glue, copier and printer chemicals and ink.
- **MACHINES/TOOLS/EQUIPMENT:** Uses Computer, copier, phone, scanner, two-way radios and other office equipment.