



**Job Specification**

**Job Title: CAD/CAFM Specialist I**  
**BCAT Code: 624X AA**  
**Pay Grade: G11**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

---

**General Description**

Assists with facilities maintenance and construction activities involving the use of Computer Aided design (CAD). Links CAD information to relational database.

**Examples of Duties**

- Assists with maintaining and updating building drawings due to construction or renovations.
- Assists in the production of computer graphics and drawing presentations using CAD.
- Maintains accurate bar codes on all assigned rooms.
- Assists Project Managers with the production of CAD documents.
- Maintains current knowledge in CAD/CAFM technology.
- Maintains the integrity of the CAFM database.
- Maintains CAD standards and scans drawings into document management system.
- Performs other CAD/CAFM related duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of CAD and CAFM technology.
- Knowledge of computer software (spreadsheets, computer graphics, and relational databases).
- Ability to multi-task and pay attention to detail.
- Ability to interpret architectural construction drawings.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

Associate's degree and two years of related experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*