



## **Job Specification**

**Job Title: CAD/CAFM Specialist II**  
**BCAT Code: 624X AC**  
**Pay Grade: G13**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: NE**

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### **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**

- Maintains and updates building drawings due to construction or renovations.
- Produces computer graphics and drawing presentations using CAD.
- Maintains accurate bar codes on all assigned rooms and manager's contacts.
- 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.
- Researches, develops, and implements spatial analyst link between campus maps and CAFM database.
- Assists with the development and deployment of web-based CAFM database.
- 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, web design, 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 three 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.*