JOB DESCRIPTION POSITION
AutoCAD/Revit Technician

GENERAL SUMMARY

This is a part-time position, 16 hours per week. Serves as support to the Architectural CAD Specialist who is the primary source for computer-aided design (CAD). Reports to the Architectural CAD Specialist, Crisis Management Services Corporation.

WORK LOCATION

The location of the work will be performed at the National Institutes of Health located at 9000 Rockville Pike, Bethesda, Maryland 20892

DUTIES AND FUNCTIONS

• Ability to work in a dynamic environment and adapt to frequent project changes.
• Ability to follow instructions and diagrams to create or modify drawings using company and government drafting standards.
• Accuracy and effectiveness in electronic drafting.
• Coordinate filing, storage and retrieval of both manual and electronic drawings.
• Operate associated printers.
• Perform drawing and technology research.
• Coordinate with designers, technicians and other personnel to incorporate concepts and information into drawing packages.
• Ability to work effectively as part of a team or independently with minimal oversight.
• Explain drawings to the Division of Emergency Management (DEM) Team, associated Government staff and contract staff and provide adjustments as necessary.
• Perform a variety of marginal duties not listed, to be determined and assigned as needed.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have working knowledge of CAD standards, Revit standards, PC application software and drafting/engineering practices and methods. Knowledge of Adobe Acrobat, current version of Auto CAD and Revit and Excel is required. This position requires a valid driver’s license and a Background Check.

EDUCATION AND EXPERIENCE

Post-secondary and/or technical school education is highly desirable.
LANGUAGE SKILLS

Communicates effectively in both oral and written communications. Communicates with people outside the Company, Government staff and contractors representing the Company to customers, the public, and other external sources. Communicates with supervisor, peers and other Company staff working as part of a team contributing to program success.

REASONING ABILITY

Must be able to work with either verbal direction and/or from sketches and surveys to produce an acceptable work product with minimal supervision. Ability to define problems, collects data, establish facts, and make conclusions drawing upon experience, research and input from peers. This position may perform multiple job tasks on a daily basis. Directs unusual or complex problems encountered to the Architectural CAD Specialist for input and/or direction.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work Environment

  While performing the duties of this position, the employee regularly works in an office environment with low to moderate noise. Employee may be exposed to weather conditions that are above 100 degrees to below 0 degrees. Wearing of safety clothing and equipment may at times be required.

CONTACT INFORMATION

Crisis Management Services
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