



Town of New Milford Personnel Department

**10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031**

JOB CLASSIFICATION DESCRIPTION

Job Title: AutoCad Technician
Department: Public Works

Salary Group: Full Time-Exempt
Non-Union
40hrs/wk

GENERAL STATEMENT OF DUTIES:

Performs intermediate technical work and provides technical assistance to engineering staff related to the design, construction and inspection of public works construction projects. Performs drafting work for the Department of Public Works and for other Town Departments as needed.

SUPERVISION RECEIVED:

Reports to the Town Engineer/Ass't Public Works Director & Public Works Director

GENERAL DUTIES:

- Performs drafting utilizing AutoCAD software in the preparation of design projects, sketches, mapping, schematics and other documents as requested to fulfill the needs of the Department of Public Works and other Town Departments
- Researches Town land records and deeds, determines street lines, easements and boundaries
- Assists Engineering Staff in collecting data for current and future Town projects, including performing engineering tasks and calculations
- Maintains engineering maps, drawings and associated reports and files
- Maintains and updates base information maps on the Town GIS System
- Assists the public and/or other departments with informational requests
- Performs simple field measurements and calculations for design or estimating purposes
- Utilizes and enters data into the Town Asset Management System
- May act as rodperson in performing public works construction and land survey work. Assists in the collection and recording of land survey work
- Performs miscellaneous office duties such as printing and collating bid documents, filing and indexing maps and records
- Assists with construction inspection of public improvements and Town projects
- Performs other duties as required and/or assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and interpret plans, surveys, specifications and land record documents
- Comprehensive knowledge of current AutoCAD drafting software
- Thorough knowledge of engineering drafting standards
- General knowledge of civil engineering practices, procedures and techniques
- General knowledge of the practices, methods and materials used in public works construction, particularly as it pertains to roadway, sidewalk, curbing and storm drainage
- General knowledge of maps and records; general knowledge of mathematics and trigonometry as applied to engineering calculations
- Computer literacy with Windows programs, email, Internet access, database and spreadsheet entry and reports and the ability to learn new software programs as needed
- Ability to prepare clear and concise drawings, sketches and documents
- Ability to perform mathematical computations as required for survey, design and estimating work
- Ability to establish and maintain effective working relationships with associates and members of the public
- Must be able to meet deadlines and prioritize work projects
- Must be able to work in an office setting subject to continuous interruptions
- Ability to effectively communicate both orally and in writing
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions
- Ability to lift and carry objects weighing up to 25 pounds
- Must be able to traverse difficult, rocky, steep or swampy terrain as required for site inspections
- Ability to walk or stand for long periods of time
- Ability to dig or shovel
- Ability to work outdoors in inclement weather
- Must be able to operate a motor vehicle

EDUCATION, TRAINING AND EXPERIENCE:

- Must possess a High School Diploma with coursework in Algebra, Geometry and Drafting
- Five years minimum drafting experience, four years utilizing AutoCAD software or 2 year Associate Degree in technical field
- Demonstrated experience or training with AutoCAD Civil 3D software
- One year minimum GIS experience

- Veterans preferred.

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid State of Connecticut Driver's License
- Acceptance of position will mean agreement not to engage in or be associated with any private work, directly or indirectly, including construction activities or engineering services within the town of New Milford

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer

Approved by the Town Council – 6/23/2014

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting		X			Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.