

HunTel Systems, Inc.

Job Description

Job Title: CAD Operator

Department: Engineering

Division: HunTel Engineering

Reports To: CAD Manager

Exempt/Non-Exempt: Non-Exempt

Full-time/Part-time: Full-time

Revised Date: 06/10/2005

Job Grade: 408

JOB SUMMARY

Paragraph describing the overall reason the job exists

Design and maintain maps, floor plans, diagrams, and attributes/CPR's using computer aided drafting (CAD) skills, software and equipment. Create ped-to-ped sheets for project estimates.

KEY RESPONSIBILITIES

List key responsibilities directly related to the Job Summary

% of Time

- | | | |
|----|------------|-------------------------|
| A. | <u>80%</u> | Computer Aided Drafting |
| B. | <u>15%</u> | Project Support |
| C. | <u>05%</u> | Other related duties. |

JOB DUTIES

Beginning with Key Responsibility A, list specific duties which support each key responsibility

<u>Duty #</u>	<u>Key Resp</u>	<u>Job Duty</u>
1.	<u>A</u>	Operate computer aided drafting (CAD) station to design and maintain maps based upon blueprints and red lined CAD prints.
2.	<u>A</u>	Create and update floor plans and diagrams.
3.	<u>A</u>	Maintain consistency between CAD prints, red lined CAD prints, plant inventory sheets and engineering standards.
4.	<u>A</u>	Create and maintain attributes/cpr's using telemap software in conjunction with the CAD software.

5. A Utilize plotter to print maps, drawings and diagrams.
6. B Enter Ped-to-Ped sheets and compare to red lined CAD prints.
7. B Organize project folder for OSP to ensure all materials are included for project.
8. C Update manually drawn maps using pens, templates and leroying tools.
9. C Make black line copies of plans for local builders.

QUALIFICATIONS

Describe the knowledge, skill, ability, education and experience necessary to perform job responsibilities

Required:

- Associate's degree in Drafting or CAD, related field or equivalent experience.
- 2 – 3 years experience with AutoCAD.
- 2 – 3 years telephony/CAD experience.
- Knowledge of office software including Excel, Word, Progress and Access.
- Ability to use equipment including a PC, printer, copy machines, plotter, drafting table/ tools, telephone and other office equipment.
- Strong listening, verbal, and written communications skills.
- Able to communicate with customers and associates in a professional and courteous manner.

Preferred:

- One-year telephony outside plant experience
- Manual drafting experience using pens and leroying equipment
- PC hardware knowledge
- Programming experience

ESSENTIAL FUNCTIONS

- Ability to work a minimum of 40 hours per week to accommodate a daily work schedule with established start times.
- Ability to be physically on-site for work at the office or customer facilities
- Ability to present, communicate, and dress in a professional manner for conducting business with clients.
- Ability to work in a team environment exhibiting a positive and professional attitude and attire
- Must be able to work additional hours in evenings and on weekends to meet project deadlines or for client critical support resolution(s).
- Ability to work and communicate effectively and in a professional manner with coworkers and clients
- Ability to demonstrate manual dexterity to effectively utilize a personal computer keyboard or similar device
- Ability to view information on a computer monitor, as well as any paper supplied business / technical specifications, documents and manuals
- Ability to work in an open office design with minimal personal privacy while maintaining a clean

work space.

- Ability to travel on short notice as required for business, including by car, train, tram/bus and air.
- Ability to climb ladders and maneuver under desks and in cubicles to install and maintain computer and communications cabling and equipment.
- Ability to climb stairs
- Ability to lift and carry up to 50 pounds
- Able to work sitting at a computer at least 80% to 95% of the time.
- Ability to work on the phone with client for up to two-hour segments.

REPORTING RELATIONSHIPS

List job titles and number of incumbents which report directly to this job

None