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# Example of CAD Operator Job Description

Our growing company is looking for a CAD operator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for CAD operator

* Create Test Chamber CAD drawings prepared from building architectural drawings
* Assist with CAD drawings related to engineering projects and new equipment designs
* Prepare and revise test chamber drawings for mock-up tests as required using AutoCAD
* Provide AutoCAD sketches as required for test reports and engineering reports
* Work with CAD systems creating, modifying and releasing drawings
* Observe test chamber construction and/or testing to gain knowledge and experience for chamber design purposes
* Assist with tests per ASTM and AAMA test methods upon request
* Respond quiclkly to equipment ot process issues
* Perform every job on the line
* Relieve everyone for breaks

## Qualifications for CAD operator

* Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems
* This worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects
* Must be computer savvy and a fast learner
* 8 plus years of Computer Aided Drafting experience, knowledge of ProjectWise (a suite of software aimed at helping "manage, find, and share CAD and geospatial content, project data, and Office documents), and Microstation (a CAD software product for 2- and 3-dimensional design and drafting) are required
* Good oral communication, organizational, and interpersonal skills, demonstrated ability to work as a member of a team, are prerequisites
* Must be able to meet client security requirements