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# Example of CAD Operator Job Description

Our innovative and growing company is looking to fill the role of CAD operator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for CAD operator

* Accepts incoming drawing packages from the Drafting Coordinator
* May be tasked with maintaining files in the WSA regional databases, or elsewhere within the program
* 5 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-dimensional design and drafting) are required
* Use Microstation and AutoCAD to produce 2D drawings and 3D models for documentation of civil engineering and infrastructure projects
* Produce plans for site/land development, grading, drainage, street improvements, site utilities, and civil structures
* Navigate and manage large number of reference files on large scale project
* Follow CAD standards and applicable codes
* The CAD/Revit Operator performs technical tasks in Revit and AutoCad software
* A qualified candidate will be working with office and project staff to prepare BIM models of new and existing electrical systems within commercial buildings
* These models are used to provide project coordination with other trades, dimensioned shop drawings for prefabrication and field installation, takeoffs using Revit Schedules, assist with preconstruction efforts, and as-built record drawings

## Qualifications for CAD operator

* CAD designer in electromechanical systems
* Experience in interfaces with other systems, especially with civil workKnowledge of railway systems, available equipment and
* High school diploma and 5 years of job-related experience or equivalent
* Requires Drafting/CAD software experience
* Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material
* Using CAD, Micro Station and Civil 3D draws and letter charts and diagrams for the presentation of various statistical data