

Hidalgo County Regional Mobility Authority
Job Description

DESIGNER CAD TECHNICIAN

FLSA Classification: Non-Exempt Effective Date: 05/01/2017
Reports to: Chief Development Engineer
Department: HCRMA – Program Management

JOB SUMMARY:

The CAD Technician works with the Construction Staff to produce drawings, layouts, and site plans of engineering designs using computer-aided design software such as Microstation. The responsibilities for this position include drafting and design associated with roadway design, traffic control plans, drainage design, full site design and improvement projects.

Extensive independent judgment and initiative are required in carrying out of duties and assigned responsibilities.

ESSENTIAL JOB FUNCTIONS:

1. Use CAD to prepare accurate plans, maps, and exhibits for projects and specifications.
2. Perform data collection and research for design requirements.
3. Check and revise improvement plans for compliance with master plan, design criteria, special conditions, and HCRMA standards.
4. Operate Microstation and AutoCAD to create, evaluate, and ensure that designs are created according to specifications.
5. Leads development of major roadway design geometrics in conformance with local, state, or federal design requirements.
6. Update and maintain basemap information.
7. Works with Engineers, Architects, and Project Managers to prepare roadway and bridge plans and construction details
8. Answer inquiries from Realtors, developers, engineers and the general public and response to requests for information.
9. Prioritize and manage multiple projects simultaneously.
10. Provides technical information to HCRMA staff as authorized,
11. Provides assistant to the public within scope of authority.
12. Performs other job related duties as required.

ADDITIONAL DUTIES:

1. Assists with other assignments in the department when requested.
2. Work schedule may include working evening, weekend hours, and/or holidays to maintain project schedules.

MINIMUM JOB REQUIREMENTS:

1. Associate in CAD drafting and design.
2. Job Requires a minimum of 4 years of full-time paid, progressive, professional employment. Local-level Government experience is highly desired
3. Certified in Texas Department of Transportation Local Government Project Procedures.

4. Understand and communicate TxDOT specifications.
5. Job requires a valid Texas Class C Driver's License.
6. Strong working knowledge in AutoCAD, MicroStation, CPS, HiCo, InRoads, Civil 3D and other design software.
7. Required to serve a minimum probationary period of at least six (6) months. The probationary period may be extended by the Executive Director, or designee, but shall not exceed one (1) year.
8. Must be able to communicate (speak, read and write) proficiently in the English. Bilingual communication skills in English and Spanish may be required depending on the job functions.
9. Must possess above-average customer service skills to assist public in a tactful and diplomatic manner.
10. Must be punctual and dependable.
11. Self-starters, able to work with minimal direction and ability to work in an interactive team atmosphere
12. Proficient with Microsoft Office Suite (Outlook, Word, Project, Excel, PowerPoint and Access).
13. Performs other job responsibilities as assigned.

JOB FACTOR RATING

SUPERVISION:

Employee is under nominal supervision.

Desired Leadership Characteristics

The ideal candidate will:

- Be a strong leader and understand the value of creating effective work teams, embracing diversity, building employee relationships, and leading by example to drive organizational success.
- Have outstanding oral and written communication skills, with the ability to effectively articulate a point or opinion, listen to feedback and incorporate other points of view when determining the most beneficial approach.
- Be able to balance the need of strategic thinking and direction with the day-to-day management of the division.
- Proactively work to achieve goals and objectives through planning, process improvement, collaboration, and innovation.
- Understand when to be a facilitator, when to be a mentor, and how to delegate effectively.
- Have a high degree of integrity and a strong work ethic.
- Believe in the idea of public service and serving the citizens of Hidalgo County through excellent customer service and cost-effective service delivery.
- Have the ability to deal effectively with the public, special interest/advocacy groups, elected officials, and organized labor groups.

DECISION MAKING:

Employee may conduct daily decision-making on a variety of items in a fast-paced environment.

MEETING THE PUBLIC:

Employee maintains daily contact with the public, which requires simple courtesies and exercise of tact and diplomacy.

RESPONSIBILITY TO OTHERS:

Employee has no supervisory responsibilities.

WORKING CONDITIONS:

Works regularly under poorer-than average conditions, where illumination, ventilation, space in which to work, or some other environmental feature is considered unpleasant or uncomfortable. Many decisions cannot be deferred. Some other environmental feature is considered unpleasant or uncomfortable. Many decisions cannot be deferred. Workflow is high and/or of considerable variety in task assignments many of which are unrelated. Interruptions are frequent and distracting. Work requires attention to details. Approximately 60% of the day workflow is heavy.

PHYSICAL DEMANDS:

Job requires moderate physical effort.

SKILLS AND KNOWLEDGE:

Job requires an Engineering or Technical Degree. Employee needs average knowledge to perform equipment maintenance and/or operations, report preparation and general information.

EXPERIENCE:

Job requires four (4) year of work experience.

- 4 years in in transportation engineering, planning, urban development or closely related activities
- (Experience can be satisfied by fulltime or prorated part-time equivalent)

Related graduate level education may be substituted for experience on a year per year basis.

INDEPENDENT ACTION:

The employee establishes work procedures and performance standards in conformance with administrative policies and completes assigned duties with virtually no reference of detail to higher supervision; determines the structure and function of a work unit composed of employees of various skills and responsibilities, arbitrates questionable items within the limits of general policies.

INITIATIVE AND INNOVATION:

Requires outstanding ability to work independently toward general results. Often no standard procedure available and little help is available for carrying out assigned work. Must originate, plan, adapt, invent, and continue to accomplish tasks. Supervisor may work with rather than direct worker in completing work problems.

DEADLINES:

If not met it will affect both the internal and the external operation of the Authority.

INTERACTION WITH OTHERS:

Has on-the-job contacts requiring frequent exchanges of information with employees of other departments or occasional contacts with outside companies or agencies. Frequently have contacts that require interaction with outside companies or agencies. Many of the contacts require stating the Authority's policy on the inquiry involved.

IMPACT OF DUTIES:

Involves duties that affect serious or controversial matters that could greatly affect future organizational climate and work flow. The duties of this nature are highly significant and frequent. Duties deal with well-established policies and procedures. Demands quick, independent judgment to meet unexpected and/or serious development. Decisions frequently affect entire organization.

CONFIDENTIALITY OF WORK:

Disclosure of any of these data would result in only a minor effect upon the internal or external relationship since it would cause only a small amount of friction. Discretion and integrity are recognized requirements for the job.

CONSEQUENCE OF ERROR:

Responsibility for high factual accuracy or the exercise of sound judgment. Thoroughness and reliability are essential because of the detailed nature of the work. Mistakes may cause considerable financial loss and loss in prestige by the Authority in its dealing with others. Probable errors may involve the approval, on a department or divisional basis, of data previously prepared by others, or the final development and/or administration of Authority's policy.

HAZARD:

This is a High Hazard Environment due to the complex construction methods and heavy equipment used. Exposure to motoring traffic is also a hazard. Proper use of personal protective equipment and strict adherence to safety policies and procedures is required. Work having minor health hazards, such as abrasions, cuts, etc., can also be expected.

THE ABOVE DUTIES DESCRIBE THE MAIN FUNCTIONS OF THE JOB AND IS NOT TO BE CONSIDERED A DETAILED DESCRIPTION OF EVERY DUTY OF THE JOB.