

Missouri Department of Transportation Job Description

Job Title: Computer Aided Drafting and Design Support Specialist

Title Code: R03011

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Design

Effective Date: 07-01-2022

Replaces (Effective Date): 11-01-2007

General Summary

The computer aided drafting and design (CADD) support specialist provides entry-level support and guidance to Department personnel using CADD applications through developing, maintaining, coordinating training and documenting CADD software applications. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Two years of college or associate's degree: Engineering Technology.
- Four years of experience in highway engineering design.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Provides solutions to questions and concerns regarding CADD applications to Department personnel.
2. Conducts and coordinates training courses in the districts and Central Office using CADD application to highway design.
3. Assists in the development, evaluation, certification and implementation of CADD applications.
4. Develops and maintains instructional manuals and objectives for CADD training courses.

5. Provides current and updated CADD standards to Department personnel and consultants; provides standardized data for contract plans.
6. Reviews district electronic deliverable plans for completeness and accuracy in order to provide construction bidders the best information available to estimate on projects.
7. Develops and customizes configuration settings for CADD applications to provide optimal application performance to Department personnel.
8. Performs other responsibilities as required or assigned.