



## JOB DESCRIPTION

**Job Title:** Drafter-CAD/Operator  
**Department:** Operations  
**Reports To:** OSP Engineering Manager

**FLSA Status:** Non-exempt  
**Represented by the Association:** Yes

**Job Summary:** This position is responsible for all mapping and computer-aided design (CAD) operations including miscellaneous forms, diagrams and drawings.

### **Essential Job Duties and Responsibilities:**

- Utilize computer-aided drafting (CAD) and geographic information (GIS) software to maintain, prepare and digitize cable records, maps, staking sheets, schematics, and other various forms, diagrams and drawings for engineering and office projects.
- Draw permit allocation exhibits using existing CAD maps, rough sketches, global positioning system (GPS) data, construction and other maps and documents available.
- Travel on-site to collect data needed for creation of staking sheets and other maps.
- Provide schematics maps and working drawings.
- Operate, gather and process GPS data.
- Maintain engineering CAD system.

### **Additional Job Duties and Responsibilities:**

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

### **Knowledge, Skills, and Abilities:**

- Knowledge of:
  - company policies, procedures, products and services.
  - general office practices and procedures.
  - mapping principles, coordinate systems and projections.
  - computer-aided drafting principles and practices.
  - time management and organizational skills.
- Skill to:
  - read and interpret technical documents and forms including work orders, staking sheets, schematics and circuit diagrams.
  - operate various office equipment such as a computer, copy machine, fax machine and multi-line telephone.
- Ability to:
  - work independently.
  - think analytically and be a problem solver.
  - communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
  - work completely and accurately under time constraints and deadlines.
  - obtain and maintain a valid driver's license, have a good driving record and be insured

under the Company insurance policy.

- read, analyze, and interpret reports.
- utilize Auto CAD software.
- provide excellent customer service.
- work in a safe and effective manner.

**Education and Experience:**

*Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be:*

High School diploma or equivalent and/or Associates Degree with course work in drafting, CAD, etc. Additional schooling or accreditation in drafting is preferred; 2 to 4 years working in an AutoCAD related position with direct responsibility for generating drawings, making updates, etc.

**Physical and Other Requirements:**

This position may require 8 to 10 hour days, flexible hours and some weekends.

Physical Requirements	0-24%	25-49%	50- 74%	75-100%
Seeing: Must be able to read reports and use computer. Must be able to read and interpret test equipment.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pushing/Pulling:	X			
Fingering/Grasping/Feeling:				X
Sitting for long periods				X
Driving: Including roadless and non-trailed areas		X		

**Working Conditions:**

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

**Additional Information:**

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Blackfoot reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Employee Acknowledgement

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Date

Effective Date: 7/15/2003

Updated: 1/23/2017