



JOB DESCRIPTION

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| Salary Grade: 7 CUPE 1328 |
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Job Title:

Computer Assisted Design & Drafting Technician (CADD)

PRIMARY FUNCTION

The primary function of this job is to customize, maintain and manage the **Master Drawing Repository** system. The job is also responsible for customizing, maintaining and managing the Mapping (GIS) and CADD systems.

MAIN RESPONSIBILITIES

1. Establishes the graphic/non-graphic standards of various drawing components (e.g. symbols, line widths, line type, text format) to be used with CADD by:
 - reviewing industry standards
 - arranging meetings with staff user departments to discuss departments' needs
 - incorporating graphic/non-graphic standards in CADD software and ensuring that consistency is maintained
 - reviewing and modifying standards as required
 - automating repetitive procedures for entering data
 - preparing detailed procedures manuals for CADD users
2. Modifies and updates drawings and assists in feasibility studies by performing such tasks as:
 - receiving maps, floor and site plans of schools from consultants and utilizing the P.C. to strip/modify the data in the Autocad format
 - utilizing a software program to convert Autocad (drawing format) information into Autotrol (data format)

- employing Aegis operating system language (similar to Fortran) to write a script/program to enable the P.C. to convert a number of files all at once from Autocad into Autotrol
 - utilizing Aegis when working with Autotrol to write scripts (mini programs) to perform functions e.g.: zero in on school in a map: what pen, font, height etc. to sue before it goes to a plotter for printing; 'cut and paste' with maps i.e. copy files into other files etc.
 - accessing information from legal site plans to produce school site plans ('from scratch') on Autotrol that are dimensionally accurate for illustration purposes
 - updating current site, floor plans Autocad by accessing existing plans and matching with the new legal plans and making the necessary revisions
 - preparing detailed and complete site and floor plans on Autotrol from legal site plans, as required
 - changing the size of maps, as required
 - assisting with feasibility studies by providing different versions of site plans with an aim to maximize play space
3. Maintains an up-to-date database of maps by:
- receiving up-to-date information on changes e.g. street name changes, new streets, new schools etc.
 - entering Autotrol and calling up the appropriate map on the screen and making the necessary changes e.g.: have compute draw new school site; enter information on school into the computer – name of school, code, address, enrolment, how many floor plans etc.
 - keeping data current on both electronic and paper mediums
 - ensuring that duplicate copies of essential information, plans and drawings are retained in case of system failure
4. Provides guidance, expertise and assistance in CADD and GIS systems to Board staff and other users such as:
- creating/modifying custom maps geo-referenced to existing street and road grids throughout Toronto for TCDSB's various uses
 - creating composite documents and zipped files of all drawings for distribution
 - installing software applications pertaining to drafting and design work which are not supported by TCDSB Technical Support/Help Desk
5. Perform other related duties as assigned or required.

SKILL

- 3 year College diploma – Architectural, Civil/Survey Technology and Computer Assisted Drafting and Design – system administration (CADD)

in Autorol and Autocad. Knowledge of GIS, Autovue, Aegis, P.C. based Dbase, LAN, Windows

- 4 – 7 years of experience

EFFORT

- Complexity of the job is in effectively providing the functions of Master Drawing Repository and GIS systems, and of LAN administrator for the Planning Department. Complexity in utilizing knowledge of blueprints, maps, architectural design and of CADD operation to perform the technical function of CADD. Complexity of working with both Autorol and Autocad and being able to convert data from one format to the other. Systems know-how to facilitate LAN and GIS operation and to resolve problems.
- Job requires visual concentration (up to 75% daily) when viewing monitor and reading plans and architectural drawings, and periods of sitting (up to 75% daily) when using the keyboard and monitor.

RESPONSIBILITY

- Independence of action in managing CADD operations i.e. procedures (font, height of text etc.). Independence of action when creating scenarios for feasibility studies.
- Ineffective or erroneous updating or maintenance of maps, site, floor plans would result in inconveniencing Department staff and could result in error to reports. Ineffective servicing/administration of LAN would delay access and could result in costs to get assistance from consultants.
- Contacts with Facilities & Planning and other TCDSB staff e.g.: CADD teachers, Principals and Caretakers in Schools and external consultants in performance of duties.

WORKING CONDITIONS

- Partitioned office. Confining work space.
- Stress from pressing deadlines for projects. Stress from requiring to complete projects with limited compatible technical resources.