

Missouri Department of Transportation Job Description

Job Title: Computer Aided Drafting & Design Support Analyst

Title Code: R05640

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker Only

District/Division: Central Office – Design

Effective Date: 07-01-2022

Replaces (Effective Date): 02-16-2021

General Summary

The computer aided drafting and design support analyst coordinates and provides the implementation, development, maintenance, support and training of the department's computer aided drafting and design (CADD) software. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Bachelor's Degree in Engineering from an ABET-accredited college or university curriculum.
- Five years of experience in highway or transportation engineering.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide or out-of-state, overnight travel.

Examples of Work

1. Interacts with CADD software application users, district design, construction, right of way, and information systems personnel to answer questions, resolve problems, provide information, or solicit information regarding software operations.
2. Certifies CADD application software and implements the department's design manuals, standards, and specifications within the software applications.
3. Configures, and develops guidelines for using, CADD applications to meet the department's program delivery needs and ensure adherence.
4. Tests CADD applications to ensure adherence with department standards and best engineering practices prior to production use.

5. Coordinates and develops CADD software application curriculum and materials, and provides introductory and advanced training to users within and outside the department.
6. Assists software developers in customizing products to meet the department's needs, tests the vendors' enhancements, and reports issues to the vendor.
7. Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
8. Performs other responsibilities as required or assigned.