

Missouri Department of Transportation

Code: R03012

Title: Senior Computer Aided Drafting and Design Support Specialist

Exemption Status: Non-Exempt

Grade: 9

Job Description

Effective Date	07-01-2022
Replaces (Effective Date)	11-01-2007
General Summary	The senior computer aided drafting and design (CADD) support specialist provides advanced-level support and guidance to Department personnel using CADD applications through developing, maintaining, coordinating training and documenting CADD software applications. Responsibilities are performed under general supervision.
Minimum/Required Qualifications	Two years of college or Associate's Degree: Engineering Technology Eight years of experience in highway engineering design.
Supervisory Responsibilities	None
Location	Central Office - 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.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.