



## **UNITED TECHNOLOGY SERVICE, INC.**

5310 Lake Pointe Center Drive Suite B, Cumming, GA 30041

Phone: 770.886.1239 • Fax: 678.679.2618 • Web: [www.utechserve.com](http://www.utechserve.com)

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### **UNITED TECHNOLOGY SERVICE, INC**

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## **AutoCAD Operator**

**POSITION TITLE:** AutoCAD Operator

**DEPARTMENT:** Operations

**CLASSIFICATION:**

**APPROVED BY:**

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### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** CARLOS RIVERA

**POSITIONS SUPERVISED:**

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### **POSITION PURPOSE**

The main purpose of the position of AutoCAD operator for United Technology Service, Inc. is to provide uncompromising quality Architectural drawings using AutoCAD and AIA standards to improve the methods which increase the efficiency in the production of the drawings as it generates revenue by saving cost and time. The AutoCAD operator must represent the company with quality and timely deliverables and must always know and understand the customer's objectives.

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The leadership, communication and interpersonal skills of the project/program manager have as much of an impact on the success of a project as technical skills. Effective team leaders continually strive to improve their ability to:

- Master the various roles of the project leader
- Motivate individuals and the team as a whole
- Communicate with and influence project stakeholders
- Facilitate internal and external communications
- Promote an effective project management culture
- Resolve conflict and show leadership during crisis

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### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. **Assumes responsibility for the efficient, timely, and accurate completion of AutoCAD functions.**



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- a. The AutoCAD Draftsperson's primary role is to provide quality drawings and improve the methods which increase efficiency in the production of those drawings as it generates revenue by saving cost and time.
  - b. The AutoCAD draftsperson is in a unique position to generate "extra" revenue by locating where improvements can be made that benefit the customer.
  - c. Assist with Design and engineering a system of uncompromising quality that exceeds all written specifications and customer expectations.
  - d. The AutoCAD draftsperson must execute their job under the guides of total quality management and premised on the philosophy of Edward Demings.
  - e. Confirm that the design (whether consultant or UTS) will work. Confirm Engineering check list. Update all check lists as a function of the job.
  - f. Support the initiation of a project according to procedures established in the Operations Manual.
  - g. Assist with the coordination, ordering, and delivery of materials related to AutoCAD.
  - h. Assist with the coordination between designer, client, and associated trades.
  - i. Maintain project schedule in accordance with the project's plan.
  - j. Meet all established milestones.
  - k. Work very closely with the Project Manager and Engineer in laying out the appropriate drawings as to insure optimum performance in the fabrication of the systems and/or the presentation to clients.
  - l. Assist in the implementation (via submittal of approved drawings) of the final fabrication of custom metal work, wood work, and wall plates.
  - m. Get the approval of a colleague of quality assurance before drawing submittal. Deliver the project drawings under estimated budget cost.
  - n. Turn over complete documentation package.
  - o. Develop and maintain client and trade contact for information as it relates to drawing development.
  - p. Strive at every opportunity to exceed customer expectations and to obtain the highest customer rating possible.
  - q. Achieve and demonstrate a thorough understanding of the Draftsman principles and applications.
  - r. Demonstrate complete knowledge of the build process as shown in the Operations Manual as you will undergo various questions testing their knowledge throughout the course of their projects and advancement is directly a result of how well the responsibilities are performed.
  - s. Manage and measure the customer's expectations as described by the "Customer", i.e. quality, customer service, best pricing, timing, and but not limited to delivery, etc. Therefore, in order to exceed the customer's expectation, a clear definition must be established at the onset of a project.
2. **Assumes responsibility for maintaining effective communication, coordination, and working relationships with Company personnel and management.**
- a. Works closely with other departments to maintain schedules and implement changes and revisions in operational procedures.
  - b. Provides assistance and support to related departments as required.
  - c. Keeps management informed of area activities and of any significant problems.



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3. **Assumes responsibility for effective communication, coordination, and working relationships with external clients, customers, contractors, and officials.**
  - a. **Communicates with clients and customers. Answers technical and non-technical questions.**
  - b. Maintains relationships with regulatory officials to ensure compliance with requirements and the exchange of relevant information.  
  
3Works with and supervises outside contractors. Ensures compliance with customer needs, regulatory requirements, and industry standards.
  - c. Maintains relationships with outside vendors and suppliers. Reviews supplier specifications for adherence to project specifications.
4. **Assumes responsibility for related duties as required or assigned.**
  - a. Ensures that work area is clean, secure, and well maintained.
  - b. Stays informed of developments and changes in engineering technologies.
  - c. Performs production duties as needed.
  - d. Completes special projects as assigned.

### **PERFORMANCE MEASUREMENTS:**

1. Computer proficient in, but not limited to, Microsoft Outlook, Microsoft Excel, Microsoft Word.
  2. Thorough knowledge in AutoCAD 2000/2004/2005/2006 for Windows.
  3. Mechanical Drafting skills.
  4. Demonstrate effective planning, scheduling, coordinating, and management of materials necessary to prepare and deliver Engineering packages.
  5. Drawing document and information storage skills.
  6. The ability to create, up date, and manage AutoCAD menus.
  7. Must type a minimum of 40wpm.
  8. Must know how to decipher architectural and engineering drawings.
  9. Must have a fundamental understanding of electronics.
  10. Must know how to read and draw schematics.
  11. Must possess a fundamental knowledge of AIA construction drawings: i.e. floor plans, reflected ceiling plans, sections, elevations, mechanical details, 3-D isometrics.
  12. Must possess a fundamental understanding of electrical drawings, mechanical drawings, ADA compliance knowledge, and human factors engineering drawing design.
  13. Must have a basic knowledge of drawing design of audio for speech reinforcement.
  14. Must have a basic knowledge of drawing design of audio for program playback.
  15. Must have a basic knowledge of drawing design of video for TV Studios and Video for presentation and display.
  16. Must have a basic knowledge of control system operation and configuration, power systems as it relates to AV, and computer technology as it relates to AV.
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### QUALIFICATIONS:

**EDUCATION/CERTIFICATION:** College degree.

**REQUIRED KNOWLEDGE:** Excellent understanding of Company operations.  
Strong understanding of engineering principles, procedures, and standards.  
Thorough knowledge of current requirements and regulations.

**EXPERIENCE REQUIRED:** Past managerial and technical experience.  
Business development experience.

**SKILLS/ABILITIES:** Well organized with strong planning and project management skills.  
Attention to detail.  
Quality orientation.  
Able to organize multiple projects.  
Excellent communication skills.  
Strong problem solving abilities.  
Strong PC computing skills, including MS Office and engineering software.

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### PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

**TALKING:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly. (Many jobs could be done without talking.)

**AVERAGE HEARING:** Able to hear average or normal conversations and receive ordinary information.

**AVERAGE VISUAL ABILITIES:** Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

**PHYSICAL STRENGTH:** Sedentary Work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

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### WORKING CONDITIONS

None. No hazardous or significantly unpleasant conditions. (Such as in a *typical* office.)

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### MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

**REASONING ABILITY:** Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems.



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Able to deal with very difficult concepts and complex variables.

**MATHEMATICS ABILITY:**

Able to perform very advanced mathematical and/or statistical operations.

**LANGUAGE ABILITY:**

Ability to read scientific and technical journals, abstracts, financial reports, and legal documents.

Ability to prepare articles, abstracts, editorials, journals, manuals, and critiques.

Ability to prepare and make comprehensive presentations, participates in formal debate, communicate extemporaneously, and communicate professionally before an audience.

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### INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*