



Position Description

I. GENERAL INFORMATION	
Job Title: CADD Operator	Date: October 1, 2023
Department: CADD	Location: Bowie, Texas

II. POSITION SUMMARY
<p>CADD Operator will be responsible for creating detailed technical survey plats based upon the collection of data coordinated between the research department and field operations. This position creates significant value by driving accuracy and timeliness in the production of survey plats.</p>

III. INFORMATION PROCESSING
<p>This candidate must be the subject matter expert related to drafting and designing survey plats of rural, subdivision, replats, topography, and more. This position must be able to receive data from different output files, and import into DesignCAD.</p>

IV. LATITUDE
<p>This position will have the latitude to make recommendations, develop solutions and take action to drive continuous improvement in order to enhance overall business</p>

V. EDUCATION	
X	High School graduation or equivalent (GED or another certificate)
X	Associate’s Degree, Technical School diploma, or another two-year program. What specific area?
	Bachelor’s Degree (BS, BA, etc.) What specific area?
	Master’s Degree or equivalent (MS, MBA, JD, etc.) What specific area? Finance concentrate or equivalent
	Other

VI. SPECIAL TRAINING, LICENSURE, OR CREDENTIAL OR SPECIALIZED EXPERTISE
No specific licenses or certifications required
In what activities or situations does this position apply or use this specialized expertise?

VII. EXPERIENCE
No experience required.

VIII. TRAVEL REQUIREMENT								
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IX. WORK SCHEDULE								
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X. PHYSICAL REQUIREMENTS						
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	Heavy – Work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds.
Comments:	

XI. BENEFITS	
Pay: Based upon experience	Sick Leave: 5 days per year, accrued after 1 year from start date with no carry over days
Probation Period: 90 days from start date	Vacation Leave: 5 days per year, accrued after 1 year from start date with no carry over days, in addition to major holiday pay