

Facilities Document and Computer Aided Drafting (CAD)
Coordinator
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250201>

Downloaded On: Dec. 19, 2024 11:43am

Posted Dec. 10, 2024, set to expire Nov. 29, 2025

Job Title	Facilities Document and Computer Aided Drafting (CAD) Coordinator
Department	Facilities Information Systems
Institution	Austin Community College Austin, Texas
Date Posted	Dec. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Facilities Document and Computer Aided Drafting (CAD) Coordinator

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Facilities Document and Computer Aided Drafting (CAD) Coordinator

Job Description Summary:

We are seeking a full-time, in-office, Facilities Document and CAD Coordinator with proven experience managing the archival of construction documents and space accounting. The Facilities Document and CAD Coordinator works under the supervision of the Digital Information Manager in the Facilities Information Systems (FIS) department.

The FIS department is responsible for BIM modeling, CAD floor plan updates, space accounting calculations, GIS mapping, construction document archiving, drone and 360 degree photos, and other projects that can assist the Construction team that they are a part of, or provide a solution to other departments in the college.

This position would have multiple areas of responsibility. First, they would be in charge of organizing and filing all past and present construction documents. They would need to create a system that is easy to access past information and add new information to. Next, they would manage the updating of CAD floor plans when there are changes, and recalculate and classify the space according to FICM

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standards. They would also make the related changes to the BIM models and coordinate the updates to our GIS Indoors floor plans. This position would assist the Digital Information Manager with any related CAD projects or other technological projects that arise.

Job Description:

Duties and Responsibilities

- Update construction changes to CAD plans; clean up plans to match standard drawing formats.
- Field measurement of walls, doors, and renovations in existing buildings; develops and updates master drawings using AutoCAD.
- Ensures the integrity of the electronic CAD files on the server, corrects and repairs damaged files.
- Works with the safety team to create evacuation plans.
- Provides drawing support for both in-house group renovation projects and projects contracted to other engineering firms; generates sketches and plans; prepares reproductions of existing drawings.
- Assigns room usage and type defined by Texas Higher Education Coordinating Board (THEBC) codes.
- Maintains facility data in both CAD and BIM format.
- Maintains and updates the spatial database by calculating the square footages from the architectural floor plans and transferring to the database.
- Work with staff to develop and maintain a folder structure for project electronic files.
- Develop and refine the process for managing archived documents.
- Assist in the acquisition, processing and preservation of old and new construction / real estate documents.
- Preserves and archives all existing vintage drawings.
- Other duties as assigned.

Knowledge and Experience

- Principles and practices of institutional and commercial architecture, documentation and construction techniques.
- Principles and practices used in advanced AutoCAD and Revit software operation and application.
- Building construction codes and standards.
- Methods of calculating areas within buildings and properties and recording measurements.
- Familiarity with room usage type standards utilized by the Texas Higher Education Coordinating

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Board (THECB).

Technology Skills

Required:

- Operation and application of advanced AutoCAD and Revit programs.
- Use a variety of spreadsheet, word processing, database, and presentation software, including graphic presentation software.
- Demonstrated proficiency with standard office software.

Preferred:

- Experience with information technology applications in an archives and/or library environment, including imaging, technology, and electronic databases.
- Experience with Geographic Information Systems (GIS) software.
- Experience with Adobe products such as Illustrator, InDesign and Photoshop.

Other Skills

- Able to maintain an established work schedule.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Organize and manage facility data in the records kept by Campus Planning and Construction.
- Follow and effectively communicate verbal and written instructions.
- Establish and maintain effective working relationships.
- Effective in using interpersonal and communication skills including tact and diplomacy.
- Will maintain confidentiality of work-related information and materials.
- Make recommendations that impact the budget.
- Analytical thinking and problem-solving.
- Proactive in seeking solutions.
- Self-motivated with the ability to work independently or as part of a team.
- Respects a unique and multicultural environment.
- Time Management skills to complete projects.

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Education

Required:

- Associates degree.

Preferred:

- Bachelor's degree in architecture, or a field related to drafting, design or construction of buildings.

Work Experience

Required:

- Two years related work experience.

Preferred:

- 5 years related work experience.

Physical Requirements

- Work is performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Occasional outdoor fieldwork may be required.
- Lifting of objects up to 20 pounds.

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Safety

- Work must be performed following safety rules.
- Report unsafe working conditions and behavior.
- Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$51,822 - \$64,777

Number of Openings:

1

Job Posting Close Date:

January 31, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.



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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Facilities-Document-and-Computer-Aided-Drafting--CAD--Coordinator_R-7019

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Facilities Information Systems
Austin Community College

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