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

Job Title	Facilities Document and Computer Aided Drafting (CAD) Coordinator
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Apr. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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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.

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:
The Facilities Document and CAD Coordinator manages the archival of construction documents and space accounting under the supervision of the Digital Information Manager in the Facilities Information Systems (FIS) department. This role involves organizing and maintaining all construction documents, updating CAD floor plans, recalculating and classifying space per FICM standards, and making related updates to BIM models and GIS Indoors floor plans. The coordinator will also support various CAD and technological projects within FIS, which is responsible for BIM modeling, CAD floor plan updates, GIS mapping, construction document archiving, drone and 360 degree photos, and other projects that assist the Construction team and other departments within the college.

Job Description:

<u>**Duties and Responsibilities**</u>

- Review construction changes and update CAD plans accordingly; clean up plans to match

standard drawing formats.
- Conduct field measurement of walls, doors, and renovations in existing buildings; develop and update master drawings using AutoCAD.
- Audit electronic CAD files on the server regularly; Identify, correct, and repair damaged files.
- Collaborate with the safety team to create evacuation plans.
- Provide drawing support for both in-house group renovation projects and external projects; generate sketches and plans; prepare reproductions of existing drawings as needed.
- Assign room usage accordingly and ensure compliance.
- Maintain facility data in both CAD and BIM format.
- Update and maintain the spatial database by calculating the square footages from the architectural floor plans and transferring to the database.
- Work with team members to design a standardized folder structure for project electronic files.
- Develop and refine the process for managing archived documents.
- Assist in acquiring, processing, and preserving all construction / real estate documents.
- Preserve and archive all existing vintage drawings.
- Other duties as assigned.

Knowledge

- 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 Board (THECB).

Skills

- Maintaining 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.
- Excellent written, verbal, and interpersonal communication skills.
- Establishing and maintaining effective working relationships.
- Maintaining confidentiality of work-related information and materials.
- Ability to develop and oversee budgets to optimize efficiency and cost effectiveness.
- Strong analytical and problem-solving skills with a proactive approach to identifying and

implementing solutions.
- Proven ability to be self-directed and to follow up on issues as necessary.
- Collaborates effectively while demonstrating respect and cultural awareness in a multicultural environment.

Preferred Skills

- 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.

Technology Skills

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

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- Two years preferred experience in an architectural or document management role.

Required Education

- Associate degree.

Preferred Education

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

Physical Requirements

- Work is performed in a standard office environment.

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Ability to travel and lift objects weighing up to 20 pounds.

Safety

- Promote a safe workplace culture and ensure recruitment practices align with safety standards.

Salary Range
$25,911 - $32,389

Number of Openings:
1

Job Posting Close Date:
April 16, 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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Direct Link: https://www.AcademicKeys.com/r?job=255377
Downloaded On: Apr. 10, 2025 6:31pm
Posted Apr. 3, 2025, set to expire Nov. 29, 2025

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Facilities-Document-and-Computer-Aided-Drafting--CAD--Coordinator_R-7521

Contact Information

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

Contact

Staff

Austin Community College

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