



# CAD Operator 3 (Moving & Renovations)

**OUR MISSION...** *To provide a clean, comfortable, and safe environment on Capitol Hill.*

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information
<b>Job Type:</b> Full Time
<b>Number of Vacancies:</b> 1
<b>Unit:</b> Facilities/Moving & Reno
<b>Hiring Salary Range:</b> \$40,000.00 - \$47,000.00 <i>Salary Commensurate with Experience</i>
<b>Location:</b> Atlanta, GA
<b>Opens:</b> December 26, 2018

**Closes:** Open until Filled  
This position is subject to close at any time once a satisfactory applicant pool has been identified.

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

*GBA will attempt to meet reasonable accommodation requests whenever possible.*

**INTERESTED? Here's What You Need:**

Email **resume** in Microsoft Word/PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

**[CAD Operator 3](#)**



**Website:** [www.gba.ga.gov](http://www.gba.ga.gov)

## Position Overview

**Duties:** Under immediate supervision, uses computer aided drafting and design (CADD) and manual drafting techniques to prepare complete sets of detailed plans for complex building renovation and facility operations. Instruct less experienced drafters in CADD operation and preparation of basic plan elements.

**Qualifications (Agency Specific):** Associate's degree in Computer Aided Drafting or a related field and two (2) years of AutoCAD experience OR two (2) years of experience in Architectural, Engineering or the Construction industry and two (2) years of AutoCAD experience. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

**Competencies:** Comprehensive knowledge of accepted drafting techniques; comprehensive knowledge of CADD procedures and software programs including Operating systems software; a working familiarity with building engineering design concepts; ability to read and comprehend more complex blueprints, designer's notes and all other documents associated with construction projects; ability to write correspondence and technical reports; ability to calculate moderately complex quantities and cost estimates.

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If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

**Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.**

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GBA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.