CAD OPERATOR/DRAUGHTSMAN (GRADE C4), TECHNICAL SECTION, GENERAL SERVICES DIVISION, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 14 April 1993

Duties:

Under the supervision of the Contracts-Plans-Inventories Assistant, who distributes and checks the work, the post-holder is responsible for drawing, updating and filing the plans of the Organisation, using tracing paper, paper or CAD techniques.

1. Files and keeps up to date the plans of the Organisation, helps develop a logical classification system for these plans.

   Alters old tracings or plans made with the help of CAD.

   Using CAD, traces plans on the basis of precise instructions, on-the-spot measurements or dimensional sketches.
Regularly updates the register of the plans of the premises and the plans showing the dates work has been carried out.

2. In the absence of the Assistant, checks the processing of maintenance contracts and "bons jaunes" on computer.

Principal qualifications:

1. Good general education.

2. Certificate of Vocational Proficiency in industrial draughtsmanship, specialising in buildings, or equivalent professional training.

3. Several years’ CAD experience using AUTOCAD.

4. The ability to work with any other office automation system (LOTUS, for example) would be an advantage.

5. Car driving licence.

6. Good knowledge of French; knowledge of English would be an advantage.