

AutoCAD Drafter/Designer at [TELADATA](http://www.teladata.com) – we are Client Advocates and Project Managers for IT Physical Infrastructure needs analysis, planning, and implementation for commercial buildings

Location: Fremont, California

www.teladata.com

Are you an experienced AutoCAD Drafter/Designer who:

- Loves the challenge of working with different companies
- Enjoys learning about cutting edge technologies
- Will contribute to a collaborative working environment
- Wants to be a Client Advocate and drive complex projects to success
- Appreciates a company that encourages a flexible, family friendly environment
- Has experience with one or more of the following: **2D/3D detailed drawings, floor plans, and documentation of IT Infrastructure networks and Audio Visual using AutoCAD**

If you said yes to the above, please, continue reading...

This is an exciting opportunity for an experienced AutoCAD Drafter/Designer who loves the challenge of working with a variety of Fortune 500 companies, marvels at getting to learn about a wide range of cutting edge technologies, and appreciates a collaborative working environment.

Our AutoCAD Drafter/Designers work with Project Managers that act as Client Advocates and guide the process from analyzing client's needs to finding and implementing solutions to match client expectations while battling time and resources. Through our methodology and expertise of our employees, we often bring better solutions at significant savings (see www.teladata.com for examples).

For over 20 years, **TELADATA** has been offering a flexible, family friendly work environment, encouraged personal and professional growth, and has built an upbeat, creative, very supportive team. We offer a great combination of being a significant contributor in a small company while working on projects for much larger companies that have a variety of cutting edge technologies.

Job Description:

You will work closely with Project Managers and engineering consultants to develop 2D/3D detailed drawings, floor plans for multiple data center infrastructure projects to implement **TELADATA**'s project scope, deliverables, and client technology objectives. You will set goals for your team, mentor, and ensure staff training.

TELADATA is an equal opportunity employer

TELADATA LLC

Consultants for Converging Technologies

www.teladata.com

510-979-1200

January 2011

Specific Duties and Responsibilities:

- Using AutoCAD 2010 or higher to generate electronic files of client facilities, including but not limited to, floor plans, dimensioning, notes, elevation views, single-line drawings, cut-sheets, telco, photographs, site plans, plotting/printing, binding, and on-site survey and evaluation
- Maintain and create CAD library of symbols and dynamic blocks
- Organize and maintain AutoCAD files
- Working with other AutoCAD Drafter/Designers staff members to develop process upgrades to the department policies and procedures
- Communicate with clients, vendors, and consultants by telephone, facsimile, correspondence, emails, meetings, FTP, and voice mail
- Track all tasks on a daily basis using Unanet time reporting program
- Track, stock and order CAD related supplies
- Support renovations, and upgrades of existing facilities for clients
- Identify/define project resources from all parties, i.e., client, **TELADATA**, and vendors
- Originate and analyze preliminary conceptual designs
- Manage project scope of work and project team resources
- AutoCAD 2010 and above, drafting skills (architectural environment), Strong PC (XP), strong oral and written communication skills. Must have two years experience

Preferred Knowledge and Skills:

- AA/AS degree or certificate in a field or equivalent experience
- Software experience with software such as Revit, Visio, Bluebeam, Acrobat, etc.
- Relevant business coordination in the Architectural, Electrical Engineering, Mechanical Engineering and the commercial design/construction fields.
- Demonstrate a strong team orientation
- Successful candidate will have a working knowledge of IT Infrastructure and Audio Visual, Security/Surveillance systems and components
- Ability to lift up to 50 pounds for plotting supplies

Level of Supervision:

Reports to AutoCAD Manager and works closely with Senior Project Managers and Project Managers

If you are interested in this position, or would like to refer a person you know, please contact us at careers@teladata.com.

TELADATA LLC

Consultants for Converging Technologies

www.teladata.com

510-979-1200

January 2011