



JOB DESCRIPTION

Job Title: CAD Drafter

Location: Clintonville

Reports To: Design Engineering Manager

Department: 527

Summary: Transforms initial rough product designs into working documents using computer aided design (CAD). Reviews engineering drawings, designs and bills of material to ensure adherence to established specifications and standards. Collaborates with design originators to resolve discrepancies between original drawings and final CAD designs. Resolve engineering-related problems for manufacturing.

Principle Duties and Areas of Responsibility:

- Update SolidWorks part and assembly models/drawings per direction given by an engineer in a manner that conforms to engineering standards
- Work within a PDM system to promote models/drawing revisions and states per engineering standard
- Check your and others work to ensure accuracy of spelling, drawing format and organization, dimension and tolerance convention, and conformance to engineering standards
- Process engineering changes under the supervision of an engineer
- Update CAD models from legacy systems to SolidWorks
- Occasionally coordinate project work to accomplish departmental needs
- Assists with, initiates and implements engineering change order requests
- Perform job duties in an ethical, professional manner which is consistent with the H&S handbook
- Perform other duties as deemed necessary to support business growth

Skills and Abilities:

- Knowledge and understanding of ASME drawing standards
- Ability to communicate effectively in writing and verbally
- Ability to work with minimum supervision and proactively ask questions to acquire necessary information to accomplish tasks
- Ability to collaborate in a team environment
- Ability to solve technical problems in an effective and thorough manner

Qualifications:

- Proficient in one of the major CAD platforms
- Associates degree preferred, Drafting Certificate minimum
- Proficient with Microsoft Office Suite
- Prefer proficiency in Solid Works CAD software
- Prefer experience with EPDM and/or Epicor

Direct Reports: None



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Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

Physical Activity

On the job the employee must:

- (F) Bend
- (F) Squat
- (N) Crawl
- (N) Climb
- (O) Kneel
- (F) Handle objects (manual dexterity)
- (O) Reach above shoulder level
- (F) Use fine finger movements
- (F) Repetitive movement
- () Other _____
- (F) Sit
- (F) Stand
- (F) Walk
- (O) Push/Pull

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
- (O) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

Physical Exposure

On the job the employee:

- (O) Is exposed to moderate or excessive (circle) noise
- (O) Is around moving machinery
- (O) Is exposed to marked changes in temperature and/or humidity
- (O) Is exposed to dust
- (N) Is exposed to fumes
- (O) Drives motorized equipment
- (N) Works in confined quarters
- (N) Unprotected heights
- () Other _____

Physical Ability:

Acceptable Minimum

- | | | | |
|-----------------|--|---|--------------------------------|
| Vision: | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Poor | <input type="checkbox"/> Blind |
| Color Vision: | <input type="checkbox"/> Normal | <input checked="" type="checkbox"/> Impaired | |
| Hearing: | <input type="checkbox"/> Normal | <input checked="" type="checkbox"/> Moderate Loss | <input type="checkbox"/> Deaf |
| Talking/Speech: | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Mute |

APPROVALS:

Kurt Rottier, Manager

Date

Human Resources

Date



JOB DESCRIPTION

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.