



## **Job Description: CAD DRAFTER II**

### **Purpose:**

Will need to research, develop and design new products for the support of our sales and marketing efforts. Supervision is limited, but work may be reviewed by more experienced staff as a quality procedure. Break down information obtained from specifications, sketches, customer layout drawings and instructions furnished by others and convert information into detailed drawings with section views and dimensions. Typically prepare bills of materials and specifications when drawings are complete. Some time may be devoted to providing technical help to less experienced staff.

### **Major Tasks, Responsibilities & Key Accountabilities:**

- Design plastic, sheet metal parts and printed circuit board drawings from verbal instructions and sketches. Break down information obtained from specifications, sketches, customer layout drawings and instructions
- Must use engineering technical's, checking with other sources to find additional data
- Will use CAD (Pro-E) to perform applicable layout work, prepare parts list and make complex detail drawings. Adobe Illustrator for graphics creation for technical documents and creation of printed circuit board layouts using PADS software (optional)
- Assist all departments in technical matters
- Perform other duties and responsibilities as needed

### **Nature & Scope:**

- Reports to VP of Engineering
- No direct responsibility for supervising others.

### **Environmental Job Requirements Category:**

☒ E1   ☐ E2   ☐ E3   ☐ E4

### **ADA Category:**

☐ 1   ☒ 2   ☐ 3   ☐ 4

### **Knowledge, Skills, Abilities and Competencies:**

- Able to use Computer/PC (Pro-E Software, Adobe Illustrator), general office equipment and software as needed
- Ability to work with minimal supervision
- Communication skills
- Detail oriented
- Knowledge of Solid Works and / or Dr Abe would be a plus

### **Minimum Qualifications:**

- Formal drafting program and 0-1 year of drafting experience, or equivalent

### **Preferred Qualifications:**

- Formal drafting program and 2 – 4 years of drafting experience, or equivalent