



**POSITION DESCRIPTION**

**DATE:** June 20, 2011

**TITLE:** CAD Technician (Drafting Technician)

**HR USE ONLY:**  
Position Number: EN01  
Overtime Eligible: YES

**BASIC FUNCTION**

This position is responsible for creating and maintaining technical drawings on the computer of all products offered and manufactured by the organization. Takes a lead role in assembly modeling, drafting, technical documentation and photorealistic rendering. This position requires a highly organized team player with a fixation for detail.

**MINIMUM QUALIFICATIONS**

1. Associates Degree or some college studies in Computer-Aided Drafting (CAD), Drafting, Design or related field.
2. CAD Certification a PLUS
3. 3-5 years experience designing and completing technical drawings.
4. Highly proficient level computer skills including SolidEdge, SolidWorks, Pro-Engineer or AutoCAD.
5. Photorealistic rendering via SolidEdge, SolidWorks or equivalent.
6. Highly organized with a fixation for detail.
7. Strong technical writing skills.
8. Advanced creative thinking skills.
9. Effective verbal, written, and interpersonal communication skills.
10. Proficiency with Microsoft Office products.
11. VB Script, 3D Animation, ODBC, SQL, MS Access and MS Excel programming experience a PLUS

**PRINCIPAL ACCOUNTABILITIES**

1. Rapidly creates and modifies 'Bill of Materials' drawings.
2. Creates and maintains all Installation, Operation and Maintenance manuals through drawings and technical writing.
3. Prepares complex drawings for engineering projects.
4. Works closely with Sales and Marketing to deliver photorealistic imaging and 3D animations.
5. Modifies and organizes existing drawings to fit within corporate standards.
6. Maintains up-to-date working and technical knowledge of all procedural and improvement changes to drawing standards.
7. Performs fieldwork, documentation, research and drafting tasks of engineering data as requested by management or client groups.
8. Other duties as assigned but not listed per the official job description.

DEPT. APPROVAL \_\_\_\_\_

HR APPROVAL \_\_\_\_\_

Employee Signature \_\_\_\_\_