

SolidWorks/Design Drafter Job Description

Classification: Temporary with high likelihood of permanent hire

Summary:

- This position will supplement the engineering staff in the creation and release of industrial damper product line drawings and related engineering documentation.

Essential Functions:

- Determine the design by SolidWorks CAD modelling components to form an assembly, followed by developing detailed parts for fabrication.
- Create or revise accurate bill of materials.
- Participate in design and drawing reviews, prototype builds and verification testing and documentation.
- Release corrected drawings via Engineering Change Orders (ECOs) process.
- You may be asked to travel to a site location to gather information or field service.

Competencies:

- Recent experience (3 to -5yrs) and proficiency with SolidWorks
- Experience creating detailed engineering/product drawings for manufactured mechanical components, including bill of materials generation
- Outstanding ability to produce drawings for manufacturing
- Working knowledge of ASME Y14 dimensioning and tolerancing standards, including GD&T
- Organizational and follow-up skills
- Self-starter
- Thoroughness / attention to detail
- Computer skills (Windows, MS Office, email, previous SharePoint / database experience preferred)

Education:

- Minimum of an Associate's degree from an accredited school in related field. Vocational training or the equivalent experience is required. Experience in large industrial and high temperature dampers helpful.

Work Environment:

- This job operates in a professional office environment, routinely using standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type and Expected Hours of Work:

- This is a full-time position in office. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.