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CCB # 63473

JOB DESCRIPTION

Job Title: AutoCAD Drafter
Department: Engineering
Supervisor: Engineering Manager
FLSA Status: Non-Exempt

Summary

An AutoCAD drafter creates technical drawings and plans for construction and manufacturing industries by using computer-aided design and drafting (CAD) software programs.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Checks dimensional relationships of one part to another and utilizing knowledge of engineering practices and mathematics.
- Revises engineered construction drawings in an AutoCAD platform.
- Receives redlines and interprets them to update drawings.
- Updates Excel documents.
- Uses Adobe Acrobat to read markups, print and combine PDFs.
- Publishes files using AutoCAD and possibly MicroStation.
- Follow-thru and checks drawings.
- Performs various job-related duties such as printing, scanning and organizing files for submitting.
- Performs other duties as required by the position.

Supervisory Responsibilities

This job does not supervise any employees.

Competency and characteristic requirements

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understands and completes drawings in accordance with specifications.
- Keeps commitments; commits to long hours of work when necessary to reach goals.
- Prioritizes and plans work activities.
- Promotes quality.
- Observes safety and security procedures.

Education and/or Experience

Minimum of one year of AutoCAD drafting experience. An Associate of Applied Science degree (AAS) in Design and Drafting Technology is a plus.

Language Skills

Ability to read, analyze, and interpret general business documents and information. Ability to write business correspondence. Ability to effectively present information and respond to questions from groups of coworkers, supervisors and, customers.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate and percent. Ability to calculate figures, such as discounts and profit margins.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Outlook, Excel and Word. Strong working knowledge of AutoCAD, Revit or MicroStation software.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, must possess ability to use standard office equipment, including a computer, and to attend meetings if necessary; must also be able to work at a desk for long periods of time (2-3 hours); occasionally lift and carry materials weighing up to 25 pounds; read printed materials and a computer screen; and communicate in person and over the telephone..

Environment:

Work is in a standard office setting. Normal work hours are 8:00am to 5:00pm, Monday through Friday.

The statements contained in this job description are not necessarily all inclusive; additional duties may be assigned and requirements may vary from time to time.

EEO/AA Employer of Minorities, Females, Protected Veterans and Qualified Individuals with Disabilities