

CAD TECHNICIAN JOB DESCRIPTION

To perform Computer Aided Drafting and provide other assistance to Electrical Engineers as needed.

ESSENTIAL FUNCTIONS:

- Create and edit electrical drawings to meet specifications utilizing CAD
- Provide needed drawings to requestors as approved by Engineer
- Review drawings to ensure adherence to established specifications and standards
- Assist Engineer with project tasks as assigned
- Initiate follow-up to update documentation when any changes may occur
- Accurately complete paperwork for project tracking costs
- Perform database entry
- Classify and file engineering drawings
- Ensure that all work is carried out in a safe and efficient manner
- Maintain a positive attitude with team
- Maintain good public relations
- Perform other duties as assigned/needed

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have excellent computer knowledge and problem-solving skills. Must have knowledge of drafting and experience with CAD and Microsoft Office. Must have the ability to establish and maintain effective working relationships with team.

EDUCATION AND/OR EXPERIENCE:

Associates degree in Computer Aided Drafting or equivalent experience. Must be knowledgeable in CAD techniques. Must be knowledgeable in Autodesk AutoCAD 2017 or higher, or any other equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for the job.

PHYSICAL CAPABILITIES:

Must be able to pass alcohol and drug screening test. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks. Ability to perform low impact physical tasks. May involve lifting of up to 25 lbs.

TRAVEL:

Travel may be required.

SUPERVISORY RESPONSIBILITIES:

None.

LICENSING OR CERTIFICATION REQUIREMENTS:

Valid driver's license. CAD Certification may be required.