

Orenco Systems, Inc.

Job Description

Job Title: CAD Technician - Entry Level **Job Code:** CADTM
Salary Grade:
Department: Manufacturing Engineering **FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

This is an entry level position that exists to support Production by creating accurate Computer-aided design (CAD) drawings for Orenco's internal and external customers. This entry level employee will follow directions and listen to team members to learn Orenco drafting standards. They should be focused, retain information, and pay close attention to detail when creating, editing, reading, and interpreting drawings. An entry CAD Tech is expected to be motivated, flexible with shifting priorities, and have a positive attitude in the face of difficulties. It is important for a person in this position to demonstrate efficiency and make good use of company time.

RESPONSIBILITIES:

Essential Functions:

- Solidworks Operations
 - Utilizes SolidWorks software to modify part models.
 - Makes changes based on sketches, verbal descriptions, e-mail communications, and actual parts.
 - Prepares detailed manufacturing drawings conforming to an established format and maintains company documentation.
 - Loads, prints, and saves documents electronically from an organized vault (ex. Engineering Product Data Management [EPDM]).
 - Modifies drawings of outsourced products for vendors to quote and produce.
 - Uses various measuring devices to determine required details for drawings.
- Customer Service
 - Fills requests for drawings and other information using established company information sharing software.
 - Interacts with Production, Engineering, Sales, Marketing, Product Development, and Purchasing departments, to collect and share information about revisions.
- Miscellaneous
 - Creates drawing indexes for production books.
 - Meets internal and external customer volumes, timelines, and expectations.
 - Operates a roll laminator when needed.
- Regular attendance is required.

Nonessential Functions:

- Performs other duties as assigned.

EDUCATION:

High School Diploma or equivalent.

KNOWLEDGE/SKILLS/EXPERIENCE:

- A minimum of one year of vocational/technical training in any CAD software.

- Must possess the ability to read and interpret manufacturing (shop) drawings.
- Requires proficiency in basic mathematical functions.
- Ability to learn other software programs as required.
- Good organizational, planning, and time management skills.
- Must possess a strong work ethic including focused, on-task performance with a minimum of interruptive behaviors.
- Keyboarding skills are required.
- Ability to run a roll laminator.

TOOLS AND EQUIPMENT:

Calculator	Calipers	Computer
Copier	FAX Machine	Laminator
Micrometers	Printer	Scanner
Tape Measure		

WORKING CONDITIONS:

Office environment with occasional exposure to outside elements when field site work is required.

PHYSICAL REQUIREMENTS:

Speaking, hearing, seeing, prolonged periods of viewing a computer screen, reading, writing, keyboarding, sitting, standing, walking, climbing stairs, and bending. Regular job duties include frequent unassisted lifting and/or carrying of less than 10 lbs. and 20 to 50 lbs. rarely, any lifting of over 71 lbs. must be assisted.

Last revised: 4/14/2017