



POSITION: Designer I

ACCOUNTABLE TO: CAD Manager

DEPARTMENT: Engineering

PRIMARY OBJECTIVE OF POSITION:

To prepare design level CAD drawings for use in the manufacturing processes and by customers together with the development of related bills of material and other documentation in an efficient way on a timely basis.

POSITION RESPONSIBILITIES:

1. Prepares CAD drawing of high quality covering parts, components and assemblies to be manufactured by DCI. Concentrates on complex non-standard products and equipment.
2. Develops a total job packet including applicable drawings, bill of material, and plasma files for engineering.
3. Applies established engineering/drafting standards to all prints and related materials.
4. Coordinates details of assigned jobs with shop and other personnel.
5. Completes approval drawings under directed supervision based on sketches, specifications, and engineering input provided by project engineers..
6. Other duties as assigned.

SPECIAL OR OCCASIONAL RESPONSIBILITIES:

1. Attend meetings or seminars as requested.
2. Keep up to date on CAD and other design industry standards

QUALIFICATIONS:

1. Technical College degree or equivalent experience in CAD, drafting, and/or design technology required.
2. 1 year design experience, preferably in a manufacturing environment.
3. Ability to work under directed supervision.
4. An aptitude for accuracy, attention to detail, and capable of multi-tasking.
5. Ability to communicate effectively orally and in writing.
6. Ability to project a positive and professional image to coworkers, employees, vendors, established and prospective customers.
7. Strong computer and office technology skills, including but not limited to: AutoCAD, Inventor, Microsoft Word, and Microsoft Outlook.
8. Ability to establish and maintain effective working relationships.