***REPORTING RELATIONSHIP & FUNCTIONAL ROLE***

This person reports directly to the Engineering Manager. The Drafting/CAD Specialist is the person who creates drawings for fabrication and machining.

***REQUIREMENTS & CONDITIONS***

* ***Education:*** AAS in Computer Drafting Technology or better.
* ***Experience:*** 5+ years of experience using 3D software (SolidWorks); 1-2+ years of experience using 2D software, preferably AutoCAD; 5+ years business experience.
* ***Skills, Knowledge, Abilities:*** Computer knowledge with average to advanced skills using Microsoft Office Products; advanced skills using AutoCAD and/or SolidWorks.
* ***Character Traits:***
	+ Believes in and adheres to the Company’s Core Values and Core Focus
	+ Team oriented and spirited
	+ Dependable
	+ Flexible
	+ Integrity
	+ Able to handle several tasks in a fast-paced environment
	+ Quality conscious
* ***Physical Requirements:*** Standing, sitting, climbing, walking, crouching, stooping, twisting, and bending.
* ***Working Conditions/Environment:*** Office and shop conditions (no central heat or air condition); some outdoor (field) work required.

***RESPONSIBILITIES AND JOB DUTIES***

***Drafting:***

* Build and maintain CAD library of components
* Model and create production drawings for hydraulic power units, lube systems, valve assemblies, and manifold assemblies using 3D software
* Design hydraulic and electrical schematics
* Provide detailed drawings
* Write assembly procedures based off the production drawings created.

***Fabrication:***

* Assist with production of hydraulic power units, lube systems, and valve assemblies to better understand the required information needed

***General Administrative Responsibilities:***

* Assist in Engineering department daily tasks
* Assist in the development, review, and maintenance of processes, procedures, and guidelines

Reviewed and Accepted by:

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_