

Title: CAD Drafter

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Reports to: Designer

General Activities:

Work with a junior or senior designer to develop and release assembly and detailed drawings ready for production. Be competent in Autodesk's AutoCAD 2000 to 2008 releases. Be familiar with Bentley's Microstation. Must have a minimal of 1-year experience with Computer Aided Design (CAD) software.

Responsibilities:

- Create CAD drawings to company standard
- Create sketches and provide details when asked by the designer
- Assist other CAD drafters by checking their drawings and signing the checker's area of the title block
- Back up drawings and data
- Prepare complete drawing package for production release
- Participate in building of prototypes
- Conduct some research and analysis

Accuracy

- Minimal error on detail and assembly drawing
 - 10 or less errors
- Drawings, dimensions and notes meet ANSI standards
- Meet drawing times
 - D size drawing – 4 hours
 - C size drawing – 2 hours
 - B size drawing – 1 hour
 - A size drawing – 30 minutes

Planning

- Create a schedule of when each sketch will be completed
- Be flexible to work to the project and not to the shift

Communications

- Report to the designer on a regular basis
- Follow markups or sketches when creating a drawing
- Attend all weekly departmental meetings
- Hand drawings in on time
 - Ask questions to educate oneself so that the designer can remove extensive detail from markups

Attendance

- 93% attendance required