

Title: Designer

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Reports to: Department Manager

General Activities:

Work with a customer, an engineer or senior designer to develop and release assembly and detailed drawings ready for production. Be an expert in Autodesk's AutoCAD 2000 to 2008 releases. Be familiar with Bentley's Microstation. Must have a minimal of 2-year degree in an Engineering discipline with at least three years of experience.

Responsibilities:

- Create sketches and provide details for their team
- Supervise the CAD drafters who are on your team
- Train the CAD drafters and yourself on new CAD and Engineering procedures
- Evaluate CAD drafters and their work
- Back up drawings and data
- Prepare complete drawing package for production release
- Build or supervise the building of prototypes
- Conduct thorough research and analysis

Accuracy

- Minimal error on detail and assembly drawing
 - 5 or less errors
- Design meet the test specifications

Planning

- Maintain accurate project log and time sheets
- Schedule meetings and training sessions
- Submit three or more product and procedural improvements each year

Communications

- Report to department manager on a regular basis
- Follow the seven step design procedure
- Able to delegate work to CAD drafters and technicians
- Attend all weekly departmental meetings
- Hand reports in on time

Attendance

- 100% attendance required