

## JOB DESCRIPTION

**POSITION**            **CAD Technician - Engineering Support**

### GENERAL SUMMARY

Serves as the primary source for computer-aided design (CAD) for Kaufman Engineered Systems.

### ESSENTIAL DUTIES AND FUNCTIONS

- Ability to work in a dynamic environment and adapt to frequent project changes.
- Ability to follow complex instructions and diagrams to create or modify drawings using company drafting standards.
- Accuracy and effectiveness in electronic drafting.
- Coordinate filing, storage, and retrieval of both manual and electronic drawings.
- Maintain, support, and operate associated plotters and printers.
- Perform drawing and technology research.
- Coordinate with designers, technicians, and other personnel to incorporate concepts and information into drawing packages.
- Ability to work effectively as part of a team or independently with minimal oversight.
- Explain drawings to construction teams and engineers to provide adjustments as necessary.
- Interpret specifications.
- Review completed construction drawings and cost estimates for accuracy and conformity to standards and regulations.
- Performs a variety of marginal duties not listed, to be determined and assigned as needed.

### QUALIFICATION REQUIREMENTS

- Ability to read and understand various drawing prints
- Working knowledge of CAD standards and practices, engineering concepts and terminology.
- Ability to multi-task several projects at one time
- Excellent attention to details
- Knowledge of Adobe Acrobat, current version of Auto CAD and/or Micro station, Excel and MS Office is required.

### EDUCATION AND EXPERIENCE

A high school diploma is required. Post-secondary and/or technical school education is highly desirable with a preferred five years of progressively responsible drafting and/or construction-related CAD experience with emphasis on electrical disciplines.

**SUPERVISION**

Position reports directly to the Electrical or Robotics Engineering Manager and is under his/her general direction.

**LANGUAGE SKILLS**

Communicates effectively in both oral and written communications. Communicates with people outside the Company, representing the Company to customers, the public, government, and other external sources. Communicated with supervisor, peers and other Company staff working as part of a team contributing to Company goals.

**REASONING ABILITY**

Must be able to work with either verbal direction and/or from engineering sketches/calculations to produce an acceptable work product with minimal supervision. Ability to define problems, collect data, establish facts, and draw conclusions drawing upon experience, research, and input from peers. This position may perform multiple job tasks daily. Directs unusual or complex problems encountered to the appropriate engineering manager for input and/or direction.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**WORK ENVIRONMENT**

While performing the duties of this position, the employee regularly works in an office environment with low to moderate noise. Wearing of safety clothing and equipment may be required at times.