



Job Title: CAD Operator Co-Op

Department: Engineering

Manager: Product Development Engineer

FLSA: Non-Exempt **Job Status: Full Time (per agreed time period)**

Job Duties & Responsibilities: Include the following, as well as other duties that may be assigned.

Your Role: Create or revise SolidWorks CAD drawings based upon direction from Engineering, Production and Purchasing departments in a consistent and detailed manner to insure accurate communication of component specifications. Support Production with building layouts and documentation of production fixturing.

What You Will Be Doing:

- Utilize SolidWorks on a daily basis.
- Utilize Microsoft Excel/Word/Outlook and Microsoft Navision on a daily basis for investigation of drawing changes.
- Follow company policies, core values and safety/quality procedures and standards.
- Work company assigned hours for the position and additional hours if needed (regular and predictable attendance).
- Other duties as assigned.

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

High School Diploma or GED.

Actively pursuing four (4) or two (2) Engineering or similar technical degree.

Must be proficient with SolidWorks.

Knowledge and Competencies: The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

- Ability to comprehend manufacturing drawings.
- Excellent mechanical aptitude.
- Computer: MUST be proficient in SolidWorks and Microsoft Office Word/Excel
- Ability to use and read tape measure and calipers.
- Positive/optimistic – Can do, make things happen attitude (genuinely believe the organization can accomplish a lot)
- Excellent communication skills and ability to follow through on requests for information and select appropriate responses.
- Effective team player – sharing information with peers and managers; effectively working with people across departments to accomplish company goals.
- Organizational skills necessary to follow through on requests for information and select appropriate responses.

- Ability to collect data, establish facts and draw valid conclusions (ability to use good judgment when making decisions).

Certificates, Licenses, Registrations: N/A

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or reach and stand. The employee regularly is required to walk, and talk or hear, stoop, kneel or crouch. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is located in an air conditioned/heated office BUT this position will be required to spend time in a manufacturing production plant environment where the temperature may vary hot or cold. The typical noise level in the plant environment can be loud. Exposure to vibration, fumes or airborne particles, and moving mechanical parts.

I, the undersigned, have read and understand the duties and responsibilities of this position.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.
