**JOB DESCRIPTION**

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| **Job title** | ***CAD-Designer*** |
| **Reports to** | *Supervisor Of Engineering* |
| **Department**  | *Engineering* | **Division** | *Standard* |
| **Classification** | *Salary-Exempt*  | **Date** | *03/31/2020* |

**Job purpose**

Under limited supervision, this position supports the engineering CAD 3-D modelling and 2-D drawings processes in accordance with the business quality management system. Assignments support new product development Engineering and Sales drawings.

**Duties and responsibilities**

1. Maintain a positive work atmosphere by acting and communicating in a professional manner with suppliers, customers, clients, co-workers, and management.
2. You are always expected to act in a safe manner and ensure that those around you do not put themselves or others at risk. Safety is everyone’s responsibility. At ALL times working safely is a condition of employment.
3. Create 3-D CAD models of product assemblies and general arrangement of packaged equipment. The assembly with be used to create sectional 2-D layouts and geometric dimensional and toleranced drawings of pump products and components.
4. Execute Engineering Changes to drawings, standards, BOMs, product literature, assemblies, and technical documents.
5. Follow Ebara drawing numbering system with help of engineering staff.
6. Meet assigned deadlines and provide daily updates on assignment progress.
7. All work to follow Ebara standard 3-D model structure and 2-D drawing template throughout. Incorporate changes based on Sales feedback.
8. Provide suggestions to improve the modeling and drawing process for continuous improvement.
9. Participate in CAD review meetings.
10. Manage Other duties as assigned.

**Qualifications**

* 2-4 years of relevant work experience in a manufacturing company. Associate degree in Design & Drafting preferred.
* 1-2 years of experience using SolidWorks software to create 3-D models and 2-D drawings. Fluency and skill using SolidWorks.
* 1+ years of experience using Microsoft Office products or equivalent.
* Excellent communication skills, listening, writing, comprehension, and feedback.
* High attention to detail.
* The ability to work in a team environment, as well as the capability of being a self-starter and able to self-motivate when there is no one available to provide instruction.
* Strong work ethic, and from time to time, willing to work extra hours during peak workload.
* 10% travel to suppliers.

**Working conditions**

This position operates in a professional, temperature controlled, office setting that is clean and well lit. Job will require work on the manufacturing floor. In this environment, employees will have their own workstation, office or cubical space and are equipped with basic office equipment including a desk, chair, telephone, headset, and computer, additional items may also be provided.  Occasional travel may be required for supplier visits as well as an extended or flexible work schedule over traditional 8 to 5 workdays.

**Physical requirements**

Able to sit and stand and or walk for extended periods of time.

**Direct reports**

N/A

**For HR Use Only**

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| **Submitted By:**  | *Peter Curcio* |
| **Date Submitted:** | *March 31, 2020* |
| **Reviewed & Approved By:** | *Anita Thompson* |
| **Date Approved:** |  |

**Employee Acknowledgement**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

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