



## JOB DESCRIPTION

<b>JOB TITLE:</b> Cad Operator	<b>FLSA STATUS:</b>
<b>JOB NO:</b>	<input checked="" type="checkbox"/> Exempt
<b>DEPARTMENT:</b> Engineering	<input type="checkbox"/> Non-Exempt
<b>WORK CITY/REGION:</b> Burleson, Texas	<b>LEADERSHIP STATUS:</b>
<b>REPORTS TO:</b> Engineering Manager	<input type="checkbox"/> Supervisory
<b>DATE ISSUED/REVISED:</b>	<input checked="" type="checkbox"/> Non Supervisory

### GENERAL SUMMARY/PRIMARY FUNCTION

Responsible for making our #1 critical success factor, safety first a priority in all tasks and activities performed by self and all others involved. .  
 Operates computer aided design (CAD) system and peripheral equipment to develop drawings.

### MAJOR RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS

1. Create quick actions utilizing the command language of the system to assist in drawing creation.
2. Utilize knowledge of mathematics in the preparation of drawings.
3. Perform routine assignments requiring a thorough knowledge of computer aided drafting system standards, practices and techniques.
4. Develop increased proficiency in system operation with a resulting increase in productivity, and learns how to use all software options.
5. Review work order and procedural manuals to determine critical dimensions of design.
6. Calculate figures to convert design dimensions to resizing dimensions specified for subsequent production processes, using conversion chart and calculator.
7. Technical writing skills required, development of pdf manuals and spec sheets.
8. Perform additional assignments per supervisor's direction.

### JOB CRITERIA

#### MINIMUM EDUCATION AND EXPERIENCE

Educational and experience requirements include: High school diploma/GED and drafting courses required; one to two years technical training preferred. Two to three years experience with 3D software, preferably Autodesk Inventor.

#### KEY SKILLS AND COMPETENCIES

General knowledge and skills in the use of various Microsoft Office applications including Word, Excel, and PowerPoint. Requires a positive attitude and the ability to orally communicate with internal and external customers. Good punctuation, spelling, and grammar skills.