JOB DESCRIPTION: 3D CAD (Computer-Aided Design) Technician

(Designer, Level 2 – ProE, Autocad)

DEPARTMENT: Engineering
Non-exempt, Full-time
Job Reference: CAD-11214

REPORTS TO: Director of Engineering

I. JOB SUMMARY

Under the supervision of the Director of Engineering, the 3D CAD Technician performs a variety of design/drafting activities group including preparing/updating installation drawings for projects, preparing assembly/manufacturing drawings, establishing guidelines and procedures for CAD data management, and managing workload distribution within the CAD department. Other duties to be performed as assigned.

II. DUTIES AND RESPONSIBILITIES

• Prepare dimensional drawings, installation drawings and more complex drawings (plant engineering).

• Revise and update existing drawings reflecting design changes, in collaboration with the HSE Germany headquarters office to ensure consistent documentation of the project.

• Review blueprints, plans, specifications and other customer documentation if service is requested by the application engineer or project manager.

• Revise and update drawings from HSE Germany headquarters for manufacturing / assembly floor (Huntersville, NC) to ensure consistent documentation of the project.

• Works with Director of Engineering on guidelines for installation drawings which meet and exceed the customer’s requirements (bid and submittal phase). Implement these requirements on drawings sent to the customer.

• Serve as an information source on planning and design of equipment installations: equipment and plant engineering.

• Maintain notes, design calculations and other documentation (like drawings, bill of materials, list of design parameters, and /performance guarantees) for future reference.

• Maintain up-to-date knowledge of third party items and services data base. Review and modify information with supervision by the Director of Engineering. Make data available to application engineers and project managers.

• Establish filing guidelines for drawings to maintain up-to-date drawings

• Other duties as required relating to CAD database maintenance, PDM, etc.
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III. REQUIRED EDUCATION and/or EXPERIENCE:
   • Associate’s degree or completion of a technical trade school in CAD, drafting or related field, plus at least ten years of related work experience: or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
   • Part modeling and detailing experience using ProE Creo Parametric software (desired).
   • Experience using Autocad 2D design software (required).
   • Experience in equipment layout for municipal and/or industrial construction projects. (required).
   • Experience in equipment/plant layout relating to wastewater treatment facilities. (preferred).
   • Experience with Windchill Product Data Management (PDM) software a plus.

IV. SPECIALIZED KNOWLEDGE and ABILITIES
   • Proficient in AutoCAD / ProE Creo Parametric software.
   • Excellent communications skills: interpersonal, listening, oral, and written.
   • Skilled in PC usage and associated software including Microsoft Office.
   • Able to generate layout drawings from sketches and specifications.
   • Familiar with design parameters related to wastewater treatment equipment.
   • Knowledgeable of standard drafting practices and procedures.
   • Able to work with minimal supervision, efficiently schedule and manage time.

V. PHYSICAL DEMANDS
   • The 3D CAD Technician must be able to concentrate for extended periods of time paying close attention to detail. The 3D CAD Technician’s work environment does not require much physical movement. While performing the duties of this job, the employee is regularly required to sit.
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- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

VI. WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position is an office environment located in Huntersville, NC. There may be occasional field trips to customer sites required in this job, or to the manufacturing facility where dust and noise may be present. There may be training in Germany or other training centers in US. The full-time position is located in Huntersville, NC and requires successful completion of the following: Pre-Employment drug screening and Pre-Employment background screening.

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