

	CAD POSITION DESCRIPTION	Author David Paden VP of Engineering
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Job Title

Computer Aided Design (CAD) Operator

Department

Computer Aided Design (CAD)

Position Reports to

CAD Manager

Position Objective

Generation and maintenance of production drawings of Revere Control Systems projects. CAD operator coordinates with sales, engineering and production shop to accurately document components of projects including necessary information on layout & wiring, field connections, material lists, and installation details.

Essential Job Duties & Responsibilities

- To use AutoCAD and/or other related software to generate accurate, scaled drawings
- To convert engineer & customer panel ideas onto relevant title block format to be used as production type drawings
- To convert sales department sketches into drawing format with job-related information for proposal purposes
- To create fabrication detail drawings to be sent to a metal fabricator for custom enclosures and related accessories
- To make revisions to drawings for re-submittal or shipping prints and to provide laminated drawings, if necessary, to go in panels before shipping
- To be responsible for AutoCAD file maintenance on the company network
- To print out additional sets of drawings when requested by field service personnel and for Operation and Maintenance manuals
- To go to production shop or testing area to document final changes to products before shipping, if necessary

Secondary Job Duties & Responsibilities

- To assist the engraving department with drawings for special custom engraving needs
- To plot full-size layout plots for cutting templates for door layouts needed by shop when required
- To provide terminal block lettering on adhesive material for non-Phoenix type terminal blocks when requested by the shop
- To coordinate activities with other departments and work groups as needed

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- Salesman (always represent the Revere solutions/culture/work ethic in all interactions with vendors, customers, potential customers, employees, and potential employees)

Position Skills/Qualifications

- Experience with electrical schematics required
- 2 years minimum job experience with AutoCAD preferable; someone would be considered who has sufficient AutoCAD training from a school and they have a genuine desire to be trained.
- Skilled in how to scale drawing layouts for production purposes
- Basic computer literacy - Microsoft Office, e-mail
- Desire for accuracy and consistency mandatory; should also have a desire to learn & improve
- Knowledge of basic drafting principles

Note: A person who meets some, but not all, of the above qualifications can be hired under “trainee” status. His or her work will be monitored and training will be applied as needed. At least every 6 months, the trainee will be reviewed with the Drafting Department Training Checklist. When his/her performance indicates that the above-listed entry qualifications have been satisfied, his/her status will then be changed to “Qualified.”

Special Requirements

None

Tools and Equipment Used

Personal computer; telephone; copiers; printers; plotters; blueprint machine; calculators; laminators; tape measure; architect/engineer scale

Physical Demands

The physical demands described herein 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 functions.

- Working safely is a condition of employment.
- Able to see and read small printed materials
- Able to speak and comprehend verbal communication
- Able to climb stairs
- Able to operate a computer keyboard and mouse
- Prolonged sitting required
- Able to walk 50-100 yards without difficulty
- Able to run a blueprint machine
- Able to bend or crouch for printer or plotter maintenance
- Able to lift and/or move up to 10 pounds
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus

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Work Environment

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

- Work is performed in office settings.
- Some work in the panel building shop is required to obtain perspective of panel components and layout changes prior to the panels being shipped.
- The noise level in the work environment is usually moderately quiet.

Mentor Qualifications

- A Revere employee with 2 years experience in the CAD department
- Must have good communication skills
- Must be willing to serve as a member of various employee committees
- Performance of other duties as assigned

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between Revere Control Systems and the employee and is subject to change by Revere Control Systems as needs of the company and requirements of the job change.

Employee Signature

Date