



**POSITION DESCRIPTION:** CAD Designer

**REPORTS TO:** CAD-Team Leader

**JOB LOCATION:** Bossier City, Louisiana

**EDUCATION (or) RELEVANT EXPERIENCE:**

- Certification in Basic Drafting Software with 7+ years of drafting experience; or a Technical Certification in the design discipline with 3+ years of experience.

**AREAS OF RESPONSIBILITY:**

**Essential Job Functions:**

- Active member of the design team
- Generate design concepts
- Generate Submittal and Fabrication Drawings for multiple product types
- Review/Check quality of design drawings per company standards
- Organize and participate in design charrettes
- Answer questions from internal and external customers as required

**Job Requirements:**

- Need to be familiar with Architectural and Engineering Drawings.
- Experience with any 3D Modeling Software is required.
- Experience with Autodesk Inventor / Product Design Suite is a plus.
- CAD Software we use: AutoDesk Inventor, AutoCAD, Rhino, and AutoDesk Revit/BIM
- Experience with any CAM software is a plus.
- CAM Software we use: RADAN
- Experience with AutoDesk VAULT is a plus.
- Handle incoming CAD Department inquiries.
- Review drawing requests for completeness.
- Prepare Art, Die, Fabrication, and Submittal types of drawings.
- Prepare full size paper templates for manufacturing and customer use.
- Help develop and maintain Engineering Drafting Standards.
- Develop and recommend solutions to design problems.
- Perform duties as a Drawing Quality Checker for other Drafter's drawings, as assigned.
- Must have strong Attention to Detail skills.
- Answer questions from internal and external customers as required.
- Be able to effectively communicate with Production Staff, Engineers, Sales Staff, Architects, and Installing Contractors.

### Physical Requirements

- N (Not Applicable)      Activity is not applicable to this occupation.
- O (Occasionally)      Occupation requires this activity up to 33% of the time (0- 2.5+ hours/day)
- F (Frequently)      Occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hours/day)
- C (Constantly)      Occupation requires this activity more than 66% of the time (5.5+ hours/day)

Physical Abilities		Push / Pull	Lift / Carry
Stand.....	<input type="radio"/> Reach above shoulder... <input type="radio"/>	≤ 12 lbs..... N	≤ 10 lbs..... <input type="radio"/>
Walk.....	<input type="radio"/> Climb..... N	13-25 lbs..... N	11-25 lbs..... N
Sit.....	<input type="radio"/> Crawl..... N	26-40 lbs..... N	26-56 lbs..... N
Hands/fingers	<input type="radio"/> Squat or kneel..... N	41-100 lbs..... N	57-100 lbs..... N
Reach outward.....	<input type="radio"/> Bend..... <input type="radio"/>		> 100 lbs..... N

By signing below I acknowledge and understand the requirements of the position as listed above.

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Signature

Date

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Print Name