85 Spencer Drive

Wells, ME 04090

Phone: 207-216-4525

**CAD Drafting Specialist**

**Primary Purpose:**

The primary purpose of this position is to provide CAD support by drafting designs and converting engineers’ and technicians’ designs into working computer documents using computer-aided design (CAD) system and peripheral equipment.  The position involves conversing with engineering and design team to determine design modifications and entering/editing information into computer.

**Primary Responsibilities:**

* Basic design work including skylight layout and design.
* CAD support based on red lined drawings.
* Engineering document management.
* Performs other assignments as directed by local management.
* Interact and support other functional areas of the company such as Engineering/Processing, Estimating and Manufacturing.

**Hour Rate:** $24.03 - $30.06 Compensation is based on the skills and experience of the candidate.

**Qualifications:**

* Associate’s degree in CAD or a related field required. Work experience in field of expertise is preferred.
* Strong mathematical skills required.
* AutoCAD experience is required.
* Solid Modeling, AutoCAD 3D and/or SolidWorks, experience is required.
* Practical experience or understanding of welding, metal working and machining is preferred.
* Demonstrates proficiency in all office systems/skills, Microsoft Office.
* Experience with the use of SAP ERP system is a plus.
* Must be extremely detail and accuracy oriented.
* Must be process oriented.
* Must have good organizational skills.
* Must be a good decision maker and problem solver.
* Must be an excellent communicator.
* Must present a positive and professional appearance and image.
* Must be an independent self-starter who is capable of functioning in a team environment.
* Ability to perform the essential functions assigned to the position.
* Compliance with all rules of conduct, safety regulations and policies provided in the Employee Handbooks, on Company bulletin boards/announcements, terms/conditions of employment or other means of communications is a requirement of the job.