



### **Job Description – Senior CAD Designer**

**Date:** August 1, 2012

**Revision:** 0

**Job Status:** Full Time, Non-Exempt

**Position Name:** **Senior CAD Designer**

**Reports to:** This position reports to the Design Group Coordinator.

### **Supervisory Responsibilities**

No direct report supervision responsibilities.

### **Job Summary**

The Senior CAD Designer assists with all of the design duties associated with assigned packaging and production systems and/or automated manufacturing equipment.

The Senior CAD Designer's duties will include, but not be limited to the following:

- Adherence to National Electric Code (NEC).
- Developing and implementing design standards.
- Drafting electrical drawings for power distribution, lighting plans, control panel fabrication & schematics, conduit and conductor plans and schedules.
- Drawing flow diagrams.
- Preparing parts and inventory lists.
- Designing dimension verification and maintaining drawing files.

### **Characteristics**

The Senior CAD Designer must have good personal habits, work well with others, be technically conscientious, be able to stay on task and complete work on schedule, be able to work independently as well as on a team, and promote the principles and professionalism of Polytron and its various Alliance Partners.

### **Education**

College diploma or certificate is highly desired. High school graduate or GED with technical schooling in computer-aided design (CAD) is a minimum requirement. Educational requirements may be waived if person has significant experience in the required areas.

**Experience**

Seven (7) years of experience in CAD, specifically AutoCAD electrical, or manual drafting; electrical, lighting or schematic drafting preferred. Familiarity with various mechanical/electrical packaging technology and equipment in the food, consumer goods, beverage, or factory automation industries preferred.

**Computer and Software Skills**

Must be computer literate and experienced in using the following tools: Microsoft Office Suite. Proficient in the Windows environment and use of the Internet E-mail.

**Other Skills**

Must be organized.

Must have good written and oral communication skills.

Must manage multiple projects with minimal supervision.

**Physical Requirements**

The Senior CAD Designer position is considered to be generally sedentary for tasks in the office, although standing for prolonged periods may be required.

**Working conditions**

Work will primarily occur in an office environment. The employee frequently is required to stand, walk, or move to various locations around the office. This role routinely uses standard office equipment such as computers, phones, photocopiers, etc.

**Travel**

Occasional travel may be required to fulfill the obligations of this position.

**Work Authorization**

All positions require proof of United States citizenship or authorization to work in the United States.

**Working Remotely**

Telecommuting may be considered in special circumstances and is subject to management approval.

**Unplanned activities**

This position requires flexibility and adaptability. There will be tasks assigned that are outside of this job description from time to time.

Please note that this job description is not designed to be an exhaustive listing of all the activities, duties, or responsibilities that are required for employment. Activities, duties, and responsibilities, may change at any time and without notice.



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