

Pre-Production Drafter

Position Summary:

Assist pre-production to create, control, and maintain complete and accurate documentation during the remastering and onboarding stages as well as assisting production in building prototypes. Distribution of this information includes internal and external customers. This role requires a lot of attention to detail along with a need to be highly organized.

Responsibilities:

- CAD/E3
 - Work with Manufacturing & Engineering to remaster/design any Customer documentation to a standard and complete format
 - Creating electrical schematics and detailing out assembly drawings.
 - Update models & drawings to reflect changes approved by engineering and/or customer
 - Creating/Editing CAD library components
- Light Design and Engineering functions
 - Defining/altering software tools/macros to improve efficiencies
 - Help specify and research new components
- Onboarding
 - Create and route BOMs/operations
 - Create cut lists, part numbers and job packets
- General duties
 - Process deviations and ECN's
 - Review and verification of work
 - Assist in producing first articles and prototypes

Education/Training:

- 2 year associates degree in drafting and at least 3 years of experience in a technical role.

Knowledge/Skills/Abilities:

- Experience with CAD/E3 software and engineering documentation is a plus
 - Product lifecycles
 - ECN's
 - Revision & version control
- Computer skills
 - CAD - E3, AutoCAD, Inventor, Wired, & Vault
 - Understanding of ERP systems (SyteLine is a plus)
 - MS Office (Strong in Excel)
- Ability to interpret electrical schematics
- Electrical and mechanical designing/layout
- Manufacturing background
- Troubleshooting skills

Travel Requirements:

- Minimal

Physical Requirements:

- Be able to lift at least 25 lbs. and up to 50 lbs. for short periods

Materials and Equipment Utilized:

- Computers, projectors, printers, hand tools, measuring devices, multi-meters, etc.

Working Environment:

- 75% - Office environment
- 25% - Manufacturing environment; clean, low to moderate noise, safety glasses required and other personal protective equipment where applicable.