

Title: Drafter

Reports to: Product Engineering Manager

Position Summary: Responsible for preparing parametric models, electronic (CAD) working plans and technical drawings for various engineering projects from preliminary concepts, sketches, calculations, specification sheets and other data. Must be a strong communicator, detail oriented, and have the ability to multitask in a fast-paced product development environment. Preference will be given to candidates with experience in SolidWorks.

Major Responsibilities of this position include, but are not limited to the following:

- Design and prepare detailed electronic (CAD) working plans, charts and/or scale drawings for engineering projects from observation, measurements, sketches, and specifications with SolidWorks and DraftSight 2D software.
- Create detailed, final drawings and specifications using dedicated computer software (CAD) for internal and external customers.
- Produce design specifications, including parts lists and cost information.
- Complete ECO workflows for drawing changes and respond to ECO generated drawing requests.
- Assist with document packages and drawing sets.
- Provide quality control of drawing information by checking the work of other CAD (SolidWorks) Drafters.
- Organize and maintain a design and CAD digital file database for each project.
- Ensure the quality of design, drawings, and graphic work produced meets Polycast standards.
- Perform other related duties and projects as assigned.

Skills & Qualifications:

- Post-secondary degree/diploma in drafting or design required.
- 1-2 years of drafting experience.
- Highly proficient in 2D and 3D CAD software, AutoCAD, and SolidWorks.
- Ability to read and interpret engineering drawings and specifications.
- Proficient in both metric and imperial unit structures.
- Strong working knowledge of Microsoft Office Suite.
- High level of initiative, results driven, and extremely detail oriented.
- Positive team-player who is adaptable and works with a sense of urgency.
- Demonstrated ability to finish multiple projects on time and scale.
- Excellent organization and project management skills, including the ability to multitask in a fast-paced product development environment.
- Able to work with minimal supervision.

Working Conditions:

- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Maintain standing and/or sitting positions for extended periods of time.