



Position Title	Class / Location	Reports to
CAD Drafter - Programmer	Field / Bend	General Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	1/April/2022

POSITION SUMMARY

The CAD drafter will ensure that part drawings for customer orders are technically sound and will utilize Laser Nesting software to program parts for daily production. The CAD drafter will ensure that customer orders are compiled and nest to maximize material utilization and will use shop specific ERP software to create and track orders.

Dedicated to The KNCC Experience; we bring our “A” game by rising to the challenge and doing the right thing. We are capable, caring, inspired and humble and focus on building a strong, vibrant future for every community we serve.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Program and nest parts for laser cutting using laser specific software for daily production
- Utilize 2D and 3D CAD software to create part drawings for customer orders
- Help in the design of customer parts/orders for ease of manufacturing
- Create legible, cohesive shop drawings for production and customer use as needed
- Utilize ERP software to create orders as needed, including walk in customers
- Collaborate with shop staff to support the fabrication of production and specialty orders
- Ensure product design or machinery design meets industry standards and follows industry safety regulations
- Blend technology and aesthetics to come up with the required output, utilizing experience in a sheet metal fabrication environment

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School diploma or any equivalent qualification
- Bachelor’s degree in architecture or similar field, 1-2 years of drafting experience preferred
- Advanced computer skills with MS Office Suite, Adobe Photoshop
- Solid organization, written, verbal communication skills
- Must be efficient with strong attention to detail
- Demonstrated ability to multi-task and adhere to / meet deadlines
- Ability to work in a fast-paced environment and change direction quickly
- Must have a strong customer-oriented approach (for internal/external customers) and demonstrated professional demeanor

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Signature: _____ **Name (print):** _____

Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.