



JOB DESCRIPTION

Job Title: CAD/SolidWorks Intern

Location: Clintonville

Reports To: Marketing Manager

Department: 700

Summary: Transforms initial rough product designs into working documents using computer aided design (CAD) for our equipment manuals. Will be converting both hand drawn and Solid Edge drawn equipment/part drawings into SolidWorks.

Principle Duties and Areas of Responsibility:

- Update SolidWorks equipment and part drawings per direction in a manner that conforms to engineering standards
- Work within a PDM system to promote models/drawing revisions and states per engineering standard
- Check your, and others work to ensure accuracy of spelling, drawing format, organization, dimension, tolerance convention, and conformance to engineering standards
- Assists with, initiates and implements engineering change (EC) order requests
- Perform job duties in an ethical, professional manner which is consistent with the H&S handbook
- Perform other duties as deemed necessary to support business growth

Skills and Abilities:

- Knowledge and understanding of ASME drawing standards
- Ability to communicate effectively verbally, and in writing
- Ability to work with minimum supervision and proactively ask questions to acquire necessary information to accomplish tasks
- Ability to collaborate in a team environment
- Ability to solve technical problems in an effective and thorough manner

Qualifications:

- Proficient in one of the major CAD platforms
- Proficient with Microsoft Office Suite
- Prefer proficiency in SolidWorks CAD software
- Prefer experience with PDM (SolidWorks Product Data Management Professional)

Direct Reports: None



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Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

Physical Activity

On the job the employee must:

- (O) Bend
- (O) Squat
- (N) Crawl
- (N) Climb
- (O) Kneel
- (O) Handle objects (manual dexterity)
- (O) Reach above shoulder level
- (F) Use fine finger movements
- (F) Repetitive movement
- () Other _____

Must carry/lift loads of:

- (O) Light (up to 25lbs.)
- (O) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

Physical Exposure

On the job the employee:

- (O) Is exposed to moderate or excessive (circle) noise
- (O) Is around moving machinery
- (O) Is exposed to marked changes in temperature and/or humidity
- (O) Is exposed to dust
- (N) Is exposed to fumes
- (O) Drives motorized equipment
- (N) Works in confined quarters
- (N) Unprotected heights
- () Other _____

Physical Ability:

- Vision: Good
- Color Vision: Normal
- Hearing: Normal
- Talking/Speech: Good

Acceptable Minimum

- Poor
- Impaired
- Moderate Loss
- Fair
- Blind
- Deaf
- Mute

APPROVALS:

 Ron Zygarlicke, Manager

 Human Resources

 Date

 Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.