**Job Title:**  CAD Drafter

**Department:**  R&D Engineering

**Reports to:**  R&D Engineering Manager

**Supervisory Responsibility:** No

**FLSA Status:**  Non-exempt

**Physical Demands:** Level I

**Job Summary:** The CAD Drafter is responsible for preparing 2D and 3D technical drawings and schematics using computer-aided design (CAD) software, primarily SolidWorks, to support the engineering and manufacturing processes. This role involves collaboration with other team members to ensure drawings meet specifications. This also includes the development of related technical documentation. The drafter ensures all outputs adhere to industry standards and company specifications.

**Essential Duties and Responsibilities:**

* Design and draft 2D and 3D models using SolidWorks CAD software, ensuring high quality and precision in all technical drawings.
* Collaborate closely with R&D Engineering Manager, engineers, and manufacturing teams to produce drawings and schematics that accurately meet project specifications and requirements.
* Develop and maintain a comprehensive library of standard drawing templates and regularly update existing drawings with new data to reflect the latest information.
* Generate technical documents, including material lists and cost estimates, to support the engineering and manufacturing processes.
* Ensure all technical drawings and documents adhere to established industry standards and company policies, focusing on accuracy and detail.
* Provide technical support and contribute to the completion of projects from initiation through to E.O.L. (end of life), including the development of assembly instructions and installation guides for manufacturing and end users.
* Assist in the maintenance and improvement of existing products, as well as the development of new products, utilizing advanced SolidWorks 3D CAD skills.
* Manage and report on tasks and projects using Microsoft Office 365 Planner, demonstrating high organizational and analytical skills.

**Required Skills**

* Proficient in SolidWorks CAD software for both 3D modeling and 2D drawing creation, with a minimum of 5 years’ experience.
* Experience with SolidWorks PDM Vault.
* A strong understanding of manufacturing techniques and tolerances as they relate to assemblies.
* Excellent organizational, analytical, and computer skills, including proficiency in MS Office.

**Educational/Certification/License (Preferred, Not Required)**

* Applied Engineering/Technical Degree (Accredited College)
* CSWP Certification