



Job Description

Job Title: Pro/E CAD Designer
Department: Engineering
Reports To: Vice President, Human Resources
FLSA Status: Non-Exempt/Hourly

SUMMARY

Under the direction and supervision of the VP of Engineering, adheres to the policies and procedures of SOR, Inc. and to the guidelines and procedures as prescribed by ISO 9001. Primary function is to support the engineering staff in the preparation and release of documentation for new products and changes to existing designs for manufacturing. Performs related tasks to support other departments as needed and cooperates to establish close working relationships with co-workers of all departments. Utilizes engineering CAD software and the company's business system software to complete job tasks. Attends meetings and in services. Works hours required to meet project deadlines.

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High school education plus additional training equals two years college specializing in industrial manufacturing design/drafting.
- Minimum of three years' experience working with engineers in the development, documentation, and introduction of new products into the manufacturing environment.
- Mechanical – Three years of CAD solids modeling. Preferably Pro/Engineer and PTC Windchill.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Creates preliminary and final production drawings of machined parts, castings, and assemblies with input from engineering staff. Uses various industrial standards, studies data from numerous sources and utilizes knowledge of drafting practices and mathematics to complete the drawings.
- Prepares documentation of special product as required by the customer from data supplied by Sales/Marketing and with input from engineering staff.
- Collaborates with the necessary organizational functions to organize and set-up product assembly and sub assembly levels for BOM structure.

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- Creates and maintains the product configurator, bills-of-material, and part master file records so that proper inventory allocation / relief and accurate product costing can occur.
- Coordinates, organizes, and prepares documentation of engineering orders for new product designs and changes to existing products.
- Checks and reviews final engineering orders for accuracy and completeness and that they are in compliance with design input specifications.
- Creates drawings for product catalogs and technical data sheets.
- Adheres to guidelines and procedures as prescribed by ISO 9001.
- Adheres to safety measures and other personnel policies.
- Performs additional related tasks as necessary in supporting the SOR products.
- All other functions/responsibilities assigned by the manager.

REQUIRED SKILL

- ***Mechanical Designer***
- Demonstrate knowledge of mechanical drawings, dimensioning, and tolerances.
- Knowledge of Geometric Dimensioning and Tolerancing a plus.
- Proven ability to create models and drawings of machined components, castings, stampings, weld assemblies, and packaging using CAD solid modeling software.
- Use of Microsoft Word/Excel.
- Good communication and analytical skills.
- Good organizational and time management skills.
- Able to work with people at all levels of the organization. Team player; cooperative.
- Positive and enthusiastic.
- Thoughtful, logical thinker.
- Familiar with bills-of-material structure and have knowledge and understanding of manufacturing principles.
- The ability to add, subtract, multiply, and divide in all units of measurement. The ability to compute rate, ratio, and percent. The ability to apply advanced mathematical concepts or advanced mathematical operations.

POSITION QUALIFICATIONS

Competency Statements

- Personal Attitude and Integrity – Ability to display a positive attitude regarding work and co-workers.
- Judgment/Decision Making – Ability to make thoughtful decisions. Ability to accept accountability.
- Dependability – Ability to meet work standards and attendance requirements of the position.
- Quality – Ability to actively support SOR quality standards.
- Problem Solving/Implementation – Ability to deal with varying workload requirements, manages change effectively. Organizes tasks in a logical sequence and identifies resources required for work plans.

PHYSICAL DEMANDS

- Required to report to work punctually as scheduled and to work all scheduled hours and overtime if required.

Physical Demands

	<i>Lift/Carry</i>	<i>Push/Pull</i>
<u>O</u> Stand	<u>N</u> 10 lbs or less	<u>O</u> 12 lbs or less
<u>O</u> Walk	<u>N</u> 11-20 lbs	<u>O</u> 13-25 lbs
<u>O</u> Bend	<u>N</u> 21-50 lbs	<u>O</u> 26-40 lbs
<u>O</u> Reach outward		
<u>O</u> Reach above shoulder		
<u>N</u> Climb		
<u>N</u> Crawl		
<u>O</u> Squat or kneel		
<u>C</u> Handling / Fingering (typing/mouse)		

Other Physical Requirements

Ability to wear Personal Protective Equipment (PPE)

<u>N</u>	Respirator
<u>N</u>	Ear protection
<u>O</u>	Safety glasses
<u>N</u>	Steel-toed safety shoes/boots
<u>N</u>	Other – FACE SHIELD

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% of the time (2.5 – 5.5+ hrs/day)

C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

Majority of time spent in an office environment, low noise, and sufficient light, controlled temperatures. Mostly sitting at a computer terminal. Occasionally required to be in the manufacturing area where noise is moderate.

REQUIRED TRAINING

All required training is determined by the department manager. Procedures critical to this position can be identified as such on the Department Training Matrixes which are located in the Human Resources Department.

COMPANY STATEMENT

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors/managers as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.