

We Keep You Cooking!™

POSITION DESCRIPTION

POSITION: CAD Operator
DEPARTMENT: Design & Engineering
REPORTS TO: Dave Damsen

Position Summary:

Responsible for the daily design and document preparation of commercial, retail, municipal, and various other design projects. The underlying focus is to provide the most comprehensive and accurate construction documents feasible in the time allocated.

Essential Functions:

- Perform the preparation of documents in keeping the company's philosophy.
- Maintain clarity and accuracy of all documents
- Understands the equations, calculations and written instructions from designers and engineers before beginning a CAD drawing
- Uses special notations and symbols to give instructions on drawings and blueprints.
- Draws plans for structural foundations and other construction projects.
- Uses manual drawing skills for plans that cannot be computer generated
- Draws layout of room and building interiors.
- Revises drawings based on instructions from engineers or architects
- Consults with clients to understand their instructions and to answer their questions.
- Reviews engineering data to ensure compliance with the original design plans.
- Modifies existing drawings.
- Meets all deadlines.
- Stores drawings electronically for later use.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Must be mechanically inclined.
- Must be detail oriented.
- Must possess a talent for drawing.
- Must have excellent communication skills.
- Must have superior computer skills.
- Must have good math skills, particularly algebra and geometry.
- Knowledgeable of building codes.
- Must have knowledge of architectural terminology.
- Must have the ability to envision a finished product.
- Knowledgeable of drafting software.
- Must be able to work with very little supervision.

Environmental Conditions:

- Indoors in typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately ninety-five percent (95%) of the time.
- Outdoors with exposure to noise, heat, and cold approximately five (5%) of the time.
- Frequent computer use at workstation up to two hours at a time.
- Frequently work at fast pace with unscheduled interruptions.
- May move (walk or drive) from one work location to another occasionally.

Physical Demands:

- Attendance and punctuality.
- Mobility within the office.
- Ability to walk, sit, stand, and climb stairs.
- Ability to lift up to 25 pounds.
- Ability to drive a vehicle.

Compensation:

- Pay is based on experience.
- Health benefits the first of the month following sixty (60) days of continuous employment.
- 401K option is available after sixty (60) days of continuous employment.

Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: The Company will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

EEO: The Company is an equal employment opportunity employer.