

BSI COMPUTER AIDED DESIGN (CAD) TECHNICIAN JOB DESCRIPTION

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Division: Engineering

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BERKELEY SPRINGS INSTRUMENTS

Position Summary:

The CAD Designer/Technician works with BSI Project Managers and Engineers to create all drafted documentation associated with projects. The drawings are primarily created using Autodesk Inventor and Fusion 360. The scope of the work at BSI spans all phases of the project life cycle including: gathering project requirements, preliminary and final design, procurement and as-builts of equipment and materials, project monitoring and document control. Work will also include updating legacy BSI equipment/system drawing sets. While roughly 80% of time will be spent drafting/designing, this role also includes responsibilities in the shop and field during equipment assembly, testing, and deployment.

Responsibilities: CAD Operation/Design

- Prepare design drawings, details, and sketches from sketches, concepts or mark-ups provided by BSI engineering or project management staff. Draw and plot drawings to scale, as required
- Prepare complex drawings (e.g., mechanical & electrical assemblies, and equipment details)
- Prepare and work with bills of material (BOMs) and other construction documents
- Develop equipment/material schedules and material takeoffs, from drawings or sketches. Support preparation of requests for bids for subcontractors and material vendors, as directed
- Create and markup existing CAD & PDF documents
- Assist engineering and project management staff with day to day project functions, as needed, including researching product specifications, contacting vendors, and other support functions as needed
- Maintain utilization by assisting with non-drafting project activities such as component assembly, testing and hands-on work in the shop/field as appropriate
- Work as part of a collaborative team to balance workloads and ensure quality deliverables are produced on time
- Adhere to BSI practices, policies and procedures for document revision control

Qualifications/Experience Required:

- 3 to 5 years Autodesk Inventor (or comparable) experience preferred
- Strong understanding of, mechanical design fundamentals and practices
- Strong written and verbal communication skills
- Strong computer skills (Microsoft Word, Excel, PowerPoint)
- CAD training (2yr Associates degree in Drafting Technology or Equivalent)

Skills/Aptitudes:

- Customer focused, results-oriented professional and strong team player
- Self-starter that demonstrates initiative
- Ability to take direction and act independently
- Strong communications and organization skills
- Ability to manage multiple priorities and stay organized