



1617 317<sup>th</sup> Ave.  
P.O. Box 345  
Vermillion, SD 57069

Department	Engineering		
Job Title	Designer /Drafter		
Position Reports To	Engineering Manager		
<u>Level/Grade</u>	<u>Wage Range</u>	<u>Type of position:</u>	Hours: 40-50 / week
N/A		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
<b>GENERAL JOB DESCRIPTION</b>			
<ul style="list-style-type: none"> <li>— Create complex models, layouts, drawings and sketches utilizing 2D and 3D CAD Systems</li> <li>— Design parts and assemblies, provide drawings, assembly drawings and bills of materials for fabricated materials as requested by engineers</li> <li>— Assist shop in solving problems related to assemblies or bills of material</li> <li>— Review appropriate software to accomplish tasks</li> <li>— Use appropriate software to accomplish above tasks</li> </ul>			
<b>WORK EXPERIENCE REQUIREMENTS</b>			
<b>Essential Duties and Responsibilities:</b>			
<ul style="list-style-type: none"> <li>— Familiar with drafting standards, symbols, nomenclature, engineering terms, proper use of reference materials and vendor specifications related to a specific area of work</li> <li>— Prepare clear, complete and accurate detail drawings from rough or detailed sketching, notes, or project wrap-ups</li> <li>— Review fabricated issues and wrap-ups; document appropriately</li> <li>— Implement and complete any design related functions per engineering</li> <li>— Design innovative products and improvements to support projects</li> <li>— Work on cost reduction or product enhancement projects</li> <li>— Support the shop floor with any manufacturing problems that may occur</li> <li>— Support engineers as a technical resource as needed</li> <li>— Create Bills of Material for production orders that meet customer specifications</li> <li>— Develop and create jigs, fixtures and carts for manufacturing</li> <li>— Help Parts &amp; Warranty (release as needed)</li> <li>— Work with others to clarify or resolve design requirement questions</li> <li>— Comply with all safety rules and procedures</li> </ul>			
<b>Preferred:</b>			
<ul style="list-style-type: none"> <li>— Proficiency in AutoCAD 2D and Inventor 3D Modeling (or similar software)</li> <li>— Two years' experience designing mechanical equipment (or relevant experience)</li> <li>— Some understanding of electrical and mechanical operations</li> <li>— Associates degree or 1-2 years of vocational technical training preferred</li> </ul>			
<b>EDUCATIONAL REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>— HS diploma or equivalent required</li> <li>— Software knowledge in AutoCAD and Inventor</li> <li>— Computer skills (Microsoft and CAD)</li> </ul>			

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<b>PRE-EMPLOYMENT REQUIREMENTS</b>	
<ul style="list-style-type: none"><li>— Pre-Employment Drug Screen</li><li>— Health Assessment Questionnaire or medical examination</li></ul>	