

Title: CAD Drafter

At Feeney Inc., our formula for success begins with the highest-quality ingredients: our employees and customers. Each one plays a key role in creating our professional, collaborative environment and contributing to our success as the leading supplier of Architectural products for the building industry. We are one of the fastest growing companies with in our field and continue to lead our industry in quality while consistently exceeding expectations by our commitment to being partners of choice with our employees and customers.

Job Description: CAD Drafter is responsible for creating detailed drawings to be utilized in product manufacturing and installation. Performs blueprint review and offers technical product estimating support to the inside and outside sales team as required. Works with Sales department on sales initiatives and other administrative projects as required.

Reports to: Product Development-Engineering Manager

Duties and Responsibilities include the following.

- Create technical product documentation.
- Create custom fabricated component drawings for manufacturing shop based upon developed drafting standards.
- Creates architectural shop drawings that identify locations and specific details where products will be used in a project.
- Communicate effectively with industry professionals (i.e.: architects, engineers, contractors) with knowledge of commonly used construction methods and nomenclature.
- Assist customer base in understanding of products and installation specifications.
- Works with purchasing department to order special items based on engineering or project specifications.
- Attend sales and product development meetings or other company meetings as required.
- Learn and understand company policies and procedures as applicable to job role, i.e. lien notifications, credit applications, special orders, tax codes, PO's etc.
- Perform special projects and other duties as assigned.

Skills:

- 3D modeling experience, Autodesk Inventor experience preferred.
- Technical writing skills.
- Excellent knowledge of drafting standards and ability to contribute to design reviews and improve job efficiencies.
- Ability to quickly dissect large commercial architectural drawing sets to gather relevant information, including knowledge of architectural specification standards.
- CAD drafting experience, using AutoCAD 2007 or higher, and practice with Model space/Paper space layouts.
- Experience in both Architectural and Mechanical drafting, with understanding of scaling and industry standard annotations.
- Basic understanding of Building Codes relative to the company's product line.

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- Previous construction estimating experience a plus due to the technical nature of the business.
- Strong ability to multi-task and problem solving.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate Degree or general education degree (GED); or two to four years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of AutoCAD, Microsoft Office, and other typical workstation software as needed.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands. The employee is occasionally required to stand; walk and talk or hear. Specific vision abilities



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required by this job include close vision.

Feeney, Inc. is proud to be an Equal Opportunity and Affirmative Action employer, and considers qualified applicants without regard to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, veteran status or any other protected factor under federal, state or local law.

Applicants must be currently authorized to work in the United States

Signatures:

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Feeney, Inc. is an equal opportunity employer