



Date: December 16, 2021
Job Title: Designer I
Reports To: Department Manager
FLSA Status: Non-Exempt

Summary: Drafts layouts and drawings in accordance with customer specifications, industry standards, existing designs and CSD standards under the direction of a more experienced designer. Able to utilize existing drawing, sketches, models, prototypes or verbal instruction for new and existing designs.

Essential Functions:

1. Perform preliminary work in the development of working layouts and final master drawings for specific project deliverables under the direction of a more experienced designer
2. Make revisions to existing design drawings based on red-line markups or verbal direction
3. Back check drawing deliverables after they have gone through checking and scrubbing processes prior to being formally issued to the client
4. Prepare batch plots and prepare checked, scrubbed and back checked drawing packages for client issue
5. Keep Department Manager and Lead/Senior Designer advised of work status, work load, problems, and progress as related to project assignments

Education and Experience Requirements

- Associate's degree or completion of a technical trade school in CAD, drafting or related field and 5 years of experience
- General computer proficiency
- Previous experience with AutoCAD preferred
- Previous experience working in a 3D CAD / CADWORX environment a plus
- Must possess a valid driver's license and credit card with the ability to travel as needed

Qualifications:

- Able to read and interpret documents such as customer reports, specifications and government standards
- Able to write routine reports and correspondence
- Ability to work in a team environment for project collaboration
- Ability to pass government security checks