



## Technical Illustrator

<b>Job Title:</b> Technical Illustrator	<b>Department:</b> Project Services
<b>Reports to:</b> Project & Operations Manager	<b>Revision Date:</b> July 14, 2021

### **Position Overview**

The Technical Illustrator establishes 3D design standards and executes 3D models and Technical Illustrations within SolidWorks software. Provides 3D designs in support of multiple areas: Shop Drawings to advise contractors for installation of our systems, Architectural Specifications for the Sales team, Standard Product Designs for Customer Service; and ad hoc Designs for Marketing and Sales. Coordinates design project activities through various department functions to ensure completion in accordance to due dates.

### **Specific Responsibilities Include:**

- Update / Maintain Existing SolidWorks Part Models, Assembly Models & Drawings
- Complete SolidWorks Drawings & Documentation for Newly Designed Products
- Develop SolidWorks Part Models, Assembly Models & Drawings for Production & Test Related Fixtures
- Develop Shop Drawings
- Maintain Engineering Change Order (ECO) Process & Documents – Including Initiating & Finalizing ECOs & Documentation
- Assist in Maintaining Stock Codes & BOMs as Needed
- Assist Engineering Team w/ Design & Research Projects as Needed
- Assist in Documenting CAD Design Processes
- Maintain Design Related Documentation using Microsoft Office Software
- Provide Sales and Marketing design support as needed.

### **Successful candidates will have the following knowledge skills and abilities:**

To perform the job successfully, an individual should be able to demonstrate the competencies or have attained the skill levels listed below:

- A minimum of 2 years experience in CAD Design. Solidworks experience preferred.

- Understanding of technical drawing requirements of General Contractors for installation.
- Communication Skills – Clearly communicate ideas and information to team members, co-workers, management, customers and vendors through excellent written and verbal communication.
- Time Management Skills – The ability to fully complete tasks accurately in an efficient amount of time whether working alone or with other team members
- Multi-tasking Skills - Ability to multi-task and prioritize the day to day responsibilities and services.
- Computer Skills – Demonstrate proficiency in Microsoft Word, Excel & Outlook. Proficient in MAS and shipping programs.
- Problem Solving Skills – Demonstrate the ability to analyze a problem for its root causes and develop effective solutions to rectify the problem.
- Organizational Skills – Demonstrate the ability to maintain a clean and orderly warehouse and production facility by keeping all production areas and warehouse aisles orderly, clean and uncluttered

### **Compensation:**

- Competitive package including salary, bonus eligibility, and benefits.