

# Mechanical CAD Designer

## JOB DESCRIPTION

STATUS:	Full-Time
SCHEDULE:	8 am – 5 pm – overtime as needed
SUPERVISOR:	Systems Engineering Manager

### Summary

The Mechanical Designer will create 3D models, layouts, detail drawings, and assembly drawings. The Mechanical Designer is expected to be fluent in SolidWorks, organized, detail oriented, and have a strong mechanical aptitude. This role requires the ability to understand mechanical concepts, have good communication skills, work well in a team, and enjoy working with all types of people. Ultimate responsibility is to efficiently perform tasks which meet customer expectations and specifications.

### Essential Functions:

Although these are the essential functions, the specific duties listed with each are a brief summation.

- Interpret customer drawings and make design decisions based on customer specifications and company design standards.
- Based on the decisions made, you will create 3D assemblies in SolidWorks which meet customer specifications.
- From these 3D Models: Create necessary 2D drawings which clearly convey design intent to fabricators and assemblers.
- Support product engineering group on product design changes, engineering change notices (ECN), new products, etc.
- Assure accuracy of Bills of Materials.
- Make drawing revisions.
- Check other Designer's work for accuracy, as needed.
- Supports R&D in the design of new products as needed.
- Provide technical drawing support as needed for purchasing, project management, product development, assembly, applications, and sales.
- Communicate effectively with outside engineering firms and vendors as necessary to assure all customer requirements are met.

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- Partner with assembly team to ensure they have correct drawings, as well as to help problem solve any issues that may arise. This may require going onto the assembly floor and working with machine builders.
  - Assure project timelines are met.
  - Complete As-Built and As-Installed drawings.
  - This is considered an in-office position. It supports a variety of departments internally as well as external customers.

## **Requirements**

### **Education**

Required:

1. High School Diploma or equivalent
2. College Education: Associates of Applied Science (AAS) in Drafting and Design Technology or equivalent working experience.

### **Experience**

1. Required: 3 years of design experience in a 3D modeling program.
2. Strongly Prefer: previous exposure to working within PDM/PLM environments
3. Required: Proficiency in Microsoft Office platform, specifically Outlook, Word, and Excel.

### **Skills:**

1. Proficiency with SolidWorks, AutoCAD & Microsoft Office applications
2. Meticulous attention to detail and quality.
3. Able to multi-task well and to prioritize projects to complete them on time – be a craftsman and generate craftsmanship work.
4. Able to work with interruptions – calls, fellow team mates etc.
5. Must have good people skills and be able to represent the company's image (consistent with the business motto of "You'll like working with us!")
6. Must be self-initiating, independent, have good problem-solving skills, work well with a team, and have the ability to organize time and diverse responsibilities.
7. Proven "customer-focus" attitude, demonstrates ability to follow up and keep promises with reliability.
8. Must be able to capture and maintain documentation to provide "as built" detail to the project management/engineering/R&D teams

### **Working Conditions**

- a. Our office is located in the City of Saginaw and is a drug-free, non-smoking environment.
- b. Duperon Corporation is an excellent business opportunity for an individual who is dedicated and looking to establish a career.
- c. Duperon is a dynamically paced company with a fast-growth strategy – which means that often protocols and processes that were appropriate a year ago are no longer valid. An





individual should examine their personal style and preferences to determine if this would be a suitable environment.

### **Other Requirements**

1. Must be appropriately and professionally attired to business standards and practice good hygiene.
2. Must have a high level of personal integrity, ownership and pride, and see something possible for oneself as an individual within the company vision.
3. Able to sit at a computer for long periods of time. Able to physically work on the equipment as needed to problem solve, which may include kneeling, stooping, bending, standing for long periods of time.
4. Periodic site visits may require walking long distances over uneven terrain or embankments. Able to climb stairs is a requirement at some sites and be exposed to the conditions of a wastewater treatment plant.
5. Answering phones, meeting attendance is required for project handoffs, conference calls with customers, site owners and/or vendors as needed.
6. Our designers are working within a low-profile cube environment, within a team which is highly collaborative with sales, application engineers, project managers etc.
7. Willing to work in the assembly plant to learn how the machines are assembled.

