Job Title: CAD/CAM Operator

Department/Group: Engineering

Location: Bowling Green

Travel Required: NO

Level/Salary Range: $12.00 - $16.00

Job Code/Req#: 

Position Type: 1st Shift Part Time

HR Contact: Michelle Sikes

Reports To: Production Manager

Will Train Applicant(s): Yes

Direct Manager: Production Manager

Applications Accepted By:

PHONE OR E-MAIL:
(270) 796-5076 or davertusa@gmail.com

Subject Line: CAD/CAM Operator

Attention: Human Resources

RE: CAD/CAM Operator

MAIL:

Human Resources

Davert USA

100 Graham Ave.

Bowling Green, KY 42101

Job Description

Role and Responsibilities

CAD/CAM Operators assist the engineering department in the drafting and design of production and specialty parts, maintenance of drawing library, and execution of all client RFQs. Some of the duties of the CAD/CAM Operator shall include:

- Conversion of supplied drawings to company CAD standards
- Design of specialty parts/jigs/fixtures for clientele or in-house use
- Producing CAD drawings from shop/mechanical drawings or from scratch
- Assembly of production work orders and job packets
- Assist sales with quotes and estimates
- Programming of laser, press brake and other production equipment utilizing CAM software or other appropriate methods
- Any other task assigned by Production Manager

CAD Operators must be highly detail oriented, able to multi-task in a fast-paced environment and possess a high degree of problem solving capabilities.

Qualifications and Education Requirements

- Some college experience
- Ability to read & interpret blueprints, shop and mechanical drawings; including GD&T data
- Intermediate CAD skill level & experience
- Computer proficient, including MS Office and email
- Effective communications skills, written & oral
- Basic use/understanding of hand tools & measurement devices and procedures
- Ability to work unsupervised, follow through all assigned projects to completion, and utilize all available resources in the accomplishment of tasks
- Ability to lift up to 50lbs repeatedly
- Ability to sit/stand for long periods of time
### Preferred Skills
- Associate’s or bachelor’s degree in related field
- Previous experience in a manufacturing or job-shop environment
- Experience with CAM software/CNC programming and/or machinery
- Experience working in metals and metal forming
- Forklift certified

### Additional Notes
CAD Operators can expect to work on a wide range of projects/tasks, often all within a single shift. The operator must be able to focus on numerous goals simultaneously in order to assure success.