

Candela Controls, Inc

JOB DESCRIPTION *CAD Technician*

OVERVIEW

Responsible for carrying out all company goals and objectives as it relates to this position. Successfully interfaces with all departments of company, (sales, operations, and engineering) to provide accurate drawings/documentation of installed lighting control systems. Also works with pre-sales to provide drawings for proposals.

RESPONSIBILITIES/DUTIES

- Assist Sales Department during the sales process by providing drawings for submittals/quotations
- Assist Operations Department in providing documentation for customer installed systems and internal company use
- Maintains consistent knowledge of new technology/standards to assure the most accurate documentation processes
- Other duties as required or assigned by company management

MINIMUM QUALIFICATIONS

The following are the minimum qualifications which an individual needs in order to successfully perform the duties and responsibilities of this position.

Knowledge:

- Working knowledge of low-voltage wiring
- Ability to read system drawings and schematics
- Intermediate computer skills
- Experience with Vector Works or AutoCAD preferred.

Skills/Abilities:

- Effective interpersonal communication skills.
- Ability to solve practical problems and carry out responsibilities under general supervision
- Ability to organize workload for effective implementation
- Ability to write simple correspondence and present information in one-on-one and small group situations
- Ability to interact effectively at all levels and across diverse cultures

- Ability to function as an effective team member

QUALIFICATIONS

The CAD Operator shall possess a minimum of a two-year degree in the field of CAD technology or an equivalent combination of education and experience. This person must be able to manage multiple tasks simultaneously and be familiar with developing layouts from schematics. Experience with Vector Works required.

PHYSICAL DEMANDS

In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must be able to communicate with employees and/or other customers; manual dexterity required for occasional reaching, climbing and lifting of objects, and operating power tools and office equipment. Must be able to lift considerable weight up to 50 pounds

Reasonable accommodations will be made for qualified individuals with disabilities who are employees or applicants for employment

WORK ENVIRONMENT

In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job.

Work conditions are similar to typical office and administrative positions.