

Title	Civil Engineering Drafter
Reports to	Civil Engineering Manager

Position Summary

This position is responsible for drafting technical 2D and 3D civil engineering drawings, using the appropriate design techniques, tools, and principles. AutoCAD will be the primary tool to create such drawings. The successful candidate must have the knowledge of AutoCAD, arithmetic, algebra, geometry, and their applications. Calculus and statistics is also useful. This position is full-time and non-exempt.

Duties and Responsibilities

- Efficiently produce detailed, accurate design drawings and specifications for project drawings, layouts, parts, and assembly drawing views, using AutoCAD (CAD) software.
- Compute mathematical formulas to develop and design detailed tracker and layout drawings.
- Lie out and draw schematic, orthographic, or angle views to depict functional relationships of various tracker assemblies.
- Interpret what engineers and others describe, and develop into drawings. Coordinate and consult with engineers and others to design, layout or detail components and systems and resolve design or other problems.
- Check dimensions of materials to be used and assign numbers to the materials.
- Review and analyze project specifications, sketches, drawings, ideas, and related data assessment factors affecting tracker/row designs and the procedures and instructions to be followed.
- Modify and revise designs to correct operating deficiencies or to reduce production problems.
- Modify and revise designs to customers' revised applications.
- Position instructions and comments onto drawings.
- Lay out, draw, and reproduce illustrations for reference manuals and technical publications to describe operation and maintenance of mechanical systems.
- Check all output for accuracy.
- Support sales and civil engineering team as necessary for creating drawing views.
- Other related duties as assigned.

Required Knowledge, Skills, and Abilities

- Good mathematical skills. Ability to create and use proper math formulas to solve drawing problems.
- Ability to ascertain the kind of tools and equipment needed to do a job.
- Ability to effectively communicate and convey information verbally and in writing.
- Speak, read and write English fluently. A second language is a plus.

Education & Experience

- **AutoCAD experience required**
 - **SolidWorks experience preferred**
 - Proficiency in Microsoft Excel required
 - Proficiency in other basic office software a plus
 - Associate degree, minimum.
 - 2 + years AutoCAD drafting experience... 4 + is preferred
-