

# CAD Administrator/Drafter Job Description

## Overview:

Support the Ridewell Engineering Department by administering the essential software packages and drafting support of projects.

## Position Requirements:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Good grasp of engineering concepts/principles
- Inventor modeling and drawing expertise (5 yrs. of experience required)
- Good problem-solving skills
- Good time and schedule management skills

## Beneficial skills:

- SQL Database expertise
- Familiarity with IT infrastructure

## Physical Requirements

This position is performed in an office environment. Must be able to sit for long periods of time.

## Job Duties & Skills

To be successful in this job you must be able to perform each essential duty satisfactorily

- Solid modeling and drafting of project work utilizing Autodesk products
- Software updating
  - Upgrade/service pack installation and implementation
  - Managing licenses and renewals
  - Respond to Design department service issues
- Perform other duties as assigned