

CAD Administrator - Programmer Job Description

Overview:

Support the Ridewell Engineering Department by administering the essential software packages, maintaining the engineering server/database, and developing process automation. Develop and maintain 3D design automation. Fulfill company source code needs by working with internal resources and contractors. Manage/participate in projects related to source code, macros, excel tools, reporting, and other business improvement processes.

Position Requirements:

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

- Good grasp of engineering concepts/principles
- SQL Database expertise
- VBA & related code expertise
- Inventor modeling and drawing expertise
- Familiarity with IT infrastructure
- Good problem-solving skills
- Proven track record of project management and execution.
- Communication skills required to interpret and deliver on company objectives in a timely manner
- Good time and schedule management skills
- 5 years of experience in the aforementioned requirements

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

- Administer and support engineering software (Inventor, AutoCad, Ansys))
 - Upgrade/service pack installation and implementation
 - Managing licenses and renewals
 - Add new users/remove terminated users
 - Respond to Design department service issues
- Administer Engineering server with related IT functions
 - Upgrade/maintain server
 - Add new server tools
 - Backing up of engineering data
- Manage and support projects related to source code development
 - Update and support source code for engineering projects
 - Create, develop, and implement new tools
 - Engage with team members to identify enhancement opportunities
 - Test and validate new upgrades to the source code
- Manage the release of new versions/upgrades
- Perform other duties as assigned