

# Entry-Level CAD Designer/Drafter Job Posting

## Job Title:

CAD Designer / Drafter

## Job Position Description:

Provide support to the engineering staff by preparing concept, design, and detailed drawings and models using 2D and 3D CAD software, following NETSCo drafting best management practices/standards. Must be able to apply the principles of marine/nautical design for marine vessels, marine structures, marine systems, and shoreside facilities.

Kindly submit resume and cover letter to [fulltime@netsco.us](mailto:fulltime@netsco.us).

## Essential Duties and Responsibilities:

- Prepare conceptual, diagrammatical, and/or detail engineering drawings for ship modifications, conversions, new construction, and shoreside facilities according to engineering specifications.
- Review engineering drawings and supporting documents to verify coherence between views and adherence to the organization and/or industry standard practices. Confer with the engineering staff to resolve details not completely defined.
- Create, modify, retrieve, and store electronic files using document management system and/or database.
- Create new and/or modify existing 3D models and 2D drawings using CAD software.
- Employs best combination of preliminary information (including sketches) and contributing data to aid in the development of the drawings/models.
- Work with engineering staff to ensure final designs are planned with ease of installation/manufacture in mind.
- Convert drawing files to a useable format (ex. AutoCAD to PDF)
- Reproduce or convert original “hand-drawn” drawings into electronic AutoCAD files in an efficient, expeditious, and professional manner
- Perform ship surveys to obtain photos, take measurements, and produce sketches
- Perform other duties as assigned by the supervisor.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education, Experience and Qualifications:**

The ideal candidate will have one or more of the following educational/experiential requirements:

- Associate's Degree or Certificate in Computer Aided Design/Drafting from an accredited institution
- Professional Certification through the American Design Drafting Association
- Six months to one year related experience and/or training

Other forms of education/training will be considered on a case-by-case basis.

### **Computer Skills:**

To perform this job successfully, an individual should be conversant with one or more CAD software programs, as well as the Microsoft Office Suite. Familiarity with AutoCAD, Inventor, and/or Rhino a plus.

### **Certificates and Licenses:**

No certifications or licenses are required for this position.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly working in a standard office environment. The noise level in the work environment is usually moderate.

### **Physical Demands and Work Requirements:**

The employee must be capable and unencumbered by physical limitations to board and maneuver through vessels, lift items less than 50 pounds, and drive automatic or standard vehicles. Standard office hours are Monday through Friday, 8:00 AM to 5:00 PM EST. Some overtime, or work-related travel may be required, subject to company operational requirements. Regular and reliable attendance is required.

### **Location:**

Offices located in Columbia Station, OH (on the westside of Cleveland) and Tampa, FL.