



Title: Design Engineer Level 1
Reports to: Vice President
Class: Full-Time
Type: Hourly
Revised: January 2012

Primary Role:

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 accounting) to provide accurate drawings/documentation of installed customer systems. Also works with pre-sales to provide drawings for proposals.

Responsibilities:

1. Assist Sales Department during the sales process by providing drawings for submittals/quotations
2. Assist Operations Department in providing documentation for customer installed systems and internal company use
3. Develop comprehensive naming and storage scheme for archiving customer drawings for future retrieval
4. Maintains consistent knowledge of new technology/standards to assure the most accurate documentation processes
5. Other duties as required or assigned by company management

Accountability:

The CAD Operator will be accountable to the Operations Manager. Secondary accountability will be to the other management team members, employees and customers of the company.

Qualifications:

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

Travel:

Occasional travel to customer and vendor site is required.

Additional Skills and Abilities:

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Self-directed with the ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.

6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Actively participates in personal and professional development and maintains knowledge of current and new technologies that AVE offers.
11. Valid and current drivers' license.

Physical, Mental and Environmental Requirements:

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.