



# JOB DESCRIPTION

## CAD Operator

<b>Incumbent:</b>	TBD	<b>Department:</b>	Engineering
<b>Reports to:</b>	Neil Stewart	<b>Title:</b>	Manager, Engineering and Quality
<b>Location:</b>	Guelph	<b>Review Date:</b>	

### Job Profile:

- The CAD Operator will provide technical support in the preparation of engineered drawings (shop drawing packages) for submission and fabrication, and to maintain the technical information in accordance with our internal design and drafting principles and practices.

### Primary Responsibilities:

- Read and interpret blueprint drawings
- Review technical details
- Prepare shop drawings
- Maintain registry documents
- Engineering record keeping

### Required Skills and Attributes:

- Previous experience in a related industry is an asset
- Experience in reading construction blueprints
- Effective communication skills (verbal and written)
- Demonstrated proficiency in Microsoft Office – MS Outlook, MS Word, MS Excel, Database
- Proven ability with CAD software: AutoCAD and/or SolidWorks
- Attention to detail and accuracy

### Education Requirements & Qualifications:

- Recent graduate from a college or university Civil Engineering program
- Registered with OCAETT or is eligible for registration in the future

### Working Environment:

- Open office high traffic environment with appropriate facilities
- Workstations are equipped with a desk, chair, filing cabinet, mid height partitions, integrated office phone, and computer.
- Normal office hours of operation 8:00 am – 4:30 pm with a 30-minute unpaid lunch break (Hours may change based on seasonal requirements)
- Overtime may be required during busy season
- Physical activities will consist of prolonged periods of sitting, periodic filing, inter-office walking, and meeting room attendance.
- May be required to visit the shop floor, where requirements may include ladder climbing, bending, twisting, and coping with a manufacturing environment and all-weather outdoor activities



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Concast is an equal opportunity employer, and we are committed to establishing a qualified and diverse workforce. We are committed to accommodating applicants with disabilities throughout the recruitment and selection process, in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*. Should you require a disability related accommodation to participate in our recruitment process, please contact Human Resources. Any information received relating to accommodation will be addressed confidentially.

Applications from qualified candidates and/or questions, comments or related feedback from employees should be sent to Human Resources at [HR@concastpipe.com](mailto:HR@concastpipe.com)