



## **Job Description**

**Job Title:** Pro/e CAD Operator  
**Department:** Engineering  
**Reports To:** SENSOR Product Manager  
**FLSA Status:** Non-Exempt/Hourly

### **SUMMARY**

Under the direction and supervision of the SENSOR Inside Sales Manager, adheres to the policies and procedures of SOR, Inc. and to the guidelines and procedures as prescribed by ISO 9001. Primary function is to support the SENSOR Sampling business unit in the preparation and release of documentation for quotes and orders which includes new products and variations of existing sampling system designs. Performs related tasks to support other departments as needed and cooperates to establish close working relationships with co-workers of all departments and other drafters. Utilizes engineering ACAD and Pro/e (Creo) software, 2D AutoCAD software, and the company's business system software to complete job tasks. Attends meetings and in services. Works hours required to meet project deadlines.

### **REASONABLE ACCOMMODATIONS STATEMENT**

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

### **EDUCATION AND/OR EXPERIENCE**

- Technical Degree or Certification required in Drafting and/or equivalent experience.
- Skilled in AutoCAD for 2D and Pro/E (Creo) for 3D

### **ESSENTIAL FUNCTIONS STATEMENT**

- Demonstrate knowledge of mechanical drawings, dimensioning, and tolerances.
- Knowledge of Geometric Dimensioning and Tolerancing a plus.
- Proven ability to create 3D models and drawings of machined components, castings, stampings, weld assemblies, and packaging using Pro/e (CREO) solid modeling software.
- Proven ability to create 2D drawings, blocks, and P&ID Flow type drawings using AutoCAD software.
- Use of Microsoft Word/Excel.
- Good communication and analytical skills.
- Good organizational and time management skills.

- Must be detail oriented.
- Able to work closely with other drafters and other personnel at all levels of the organization. Team player; cooperative.
- Positive and enthusiastic.
- Thoughtful, logical thinker.
- Familiar with bills-of-material structure and have knowledge and understanding of manufacturing principles.
- Must work with minimal supervision
- Able to work with SENSOR Sales group to meet requirements and deadlines.
- Work closely with Lenexa Engineering group to adhere to policies and rules for Pro-E / Creo drawing format and storage.
- All other functions/responsibilities assigned by manager.

### **REQUIRED SKILLS**

- Ability to read and interpret drawings and documents from various sources.
- Ability to respond to internal customer needs and concerns in a timely manner.
- Must have good math skills, particularly algebra and geometry.
- Basic computer skills.

### **PHYSICAL DEMANDS**

- Required to report to work punctually as scheduled and to work all scheduled hours and overtime if required.

<i>Physical Demands</i>	<i>Lift/Carry</i>	<i>Push/Pull</i>
<u>O</u> Stand	<u>N</u> 10 lbs. or less	<u>O</u> 12 lbs or less
<u>O</u> Walk	<u>N</u> 11-20 lbs	<u>O</u> 13-25 lbs
<u>O</u> Bend	<u>N</u> 21-50 lbs	<u>O</u> 26-40 lbs
<u>O</u> Reach outward		
<u>O</u> Reach above shoulder		
<u>N</u> Climb		
<u>N</u> Crawl		
<u>O</u> Squat or kneel.		
<u>C</u> Handling / Fingering (typing/mouse)		

### *Other Physical Requirements*

### ***Ability to wear Personal Protective Equipment (PPE)***

- N Respirator
- N Ear protection
- O Safety glasses
- N Steel-toed safety shoes/boots
- N Other – FACE SHIELD

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% of the time (2.5 – 5.5+ hrs/day)

C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

**WORK ENVIRONMENT**

- The majority of time spent in an office environment, low noise, and sufficient light, controlled temperatures. Mostly sitting at a computer terminal. Occasionally required to be in the manufacturing area where noise is moderate.

**REQUIRED TRAINING**

All required training is determined by the department manager. Procedures critical to this position can be identified as such on the Department Training Matrixes which are located in the Human Resources Department.

**COMPANY STATEMENT**

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors/managers as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.