

**Long Wave Inc. Position Description**

**Position Title:**  AutoCAD Drafter

**Department/Location:** Programs/Oklahoma City, OK

**Supervisor:** Director Antenna Programs

**Status:** Regular/Full-Time (Exempt)

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**Primary Function:**

This Position’s primary responsibility is to create technical drawings to aid design, build, and configuration management of products, trainer devices, and RF-related structures including towers and facilities.

**Essential Responsibilities:**

1. Using AutoCAD software to prepare technical drawings.
2. Working with engineers and other professionals to produce drawings that meet their specifications.
3. Writing related technical documents such as material lists and cost estimates.
4. Ensuring that all drawings are accurate and meet industry standards.
5. Analyze and Trouble shoot antenna performance anomalies and make modification or repair recommendations.
6. Maintaining a library of standard drawing templates.
7. Updating existing drawings as new information becomes available.
8. Extensive working knowledge of CAD software, such as AutoCAD or SolidWorks, to be able to prepare technical drawings efficiently.
9. Participate in Site Surveys as required.
10. Review Performance Work Statements (PWS) as assigned to identify and mitigate any engineering/ technical issues or discrepancies with the project.
11. Ability to analyze design sketches and specifications to create technical drawings.
12. Strong attention to detail to ensure drawings are accurate according to specifications.
13. Communication and interpersonal skills to collaborate with architects, engineers and other professionals.
14. Time management skills to work with multiple projects and competing deadlines.
15. Knowledge of engineering practices and industry standards.
16. Advanced mathematical skills.
17. Must be able to communicate effectively in the English language.
18. Perform other duties as assigned.

**Work Conditions:**

Employee will be working within an office environment as well as traveling to work site locations where employee will be expected to work alongside field personnel to document sites and facilities. Some travel will be necessary to meet the requirements for the position.

**Job Requirements:**

*Minimum Requirements:*

* At least 5-years’ experience with the Autodesk suite of software (AutoCAD, Inventor, Vault).
* At least 5-years’ experience with drafting and managing mechanical and electrical drawings.
* Experience producing Bill of Materials generation and layout artifacts produced with Autodesk software tools.
* US Citizen.
* Current/Ability to obtain a DOD security clearance.

To Apply:

**EOE AA M/F/Vet/Disability**