CAD Librarian

The Opportunity:

Schweitzer Engineering Laboratories (SEL) seeks a professional, innovative and detailed individual for our CAD Librarian position.

This position is located in Pullman, WA.

SEL is located in Eastern Washington where you'll enjoy an unmatched quality of life. Enjoy the smaller town life: country space, freedom from traffic, easy access to recreational activities in nearby mountains, rivers, and forests, as well as great schools and universities.

Responsibilities:

- Creates and manages CAD and CAE part library, schematic symbol, and layout footprint database.
- Ensures parts are created to IPC, manufacturer recommended and department standards.
- Manages and reviews all part change requests to ensure they meet established department guidelines.
- Develop and maintain work instructions and databases related to part and library maintenance.
- Communicate with responsible members to resolve part specification or library problems.
- Create new and modify existing AutoCAD drawings as required.
- Incorporate Engineering Change Orders on department drawings.
- Perform other job duties as assigned.

Qualifications:

- Two-year technology associate degree in drafting, design or electronics
- Minimum one year of experience with AutoCAD
- Ability to read and understand part specification drawings
- Strong writing, speaking, and organizational skills
- Ability to learn new skills and assume new responsibilities
- Ability to work cooperatively in a team environment
- Background check results satisfactory to SEL
- Negative drug test result(s)