



## CAD Technician

Department: Engineering/Quality  
Reports to: CAD Technician  
Location: Union City, CA  
Experience: 0 to 3 years  
Job Type: Full Time Employee  
Education: AS CAD (or other approved technical curriculum)

Tournesol Siteworks is a national manufacturer of landscape products for green buildings based in the San Francisco Bay area with locations in the Tacoma/Seattle and El Paso areas. We're currently searching for a CAD Technician. We can promise you an interesting opportunity at the forefront of the Green Building market, a great place to work with a growing company, good benefits, and an interesting client base working on environmentally-conscious construction projects nationally.

The CAD Technician works under the direction of engineering management as part of a multi-functional team in support of engineering group efforts and directives. Focus will be on standard products, sustaining and new product development, and on custom projects with our Customworks group through 3D and 2D prototyping and documentation following team member instructions for developing a design, working with computer models, and detailing necessary information for production and customers.

### Essential Duties / Responsibilities

CAD Technician is a classification in the Engineering department. Incumbents in this classification perform engineering-related assignments on a wide range of projects of a simple to complex nature by performing 3D and 2D CAD operations at the direction of Management or Engineering staff. Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Prepares digital 3D database design representation of products, 2D documentation for manufacturing and customer information and work on specific assignments from supervisor or other engineering personnel.
- Revise and update existing databases and documentation to reflect design changes upon the direction of senior engineering staff.
- Performs some design work including researching data and determining design criteria in accordance with project objectives and product requirements. Create written and pictorial test and assembly procedures and may include building prototypes and testing designs.
- Prepares project documents for design review sometimes including technical specifications with cost estimates and development timelines.
- Review and check engineering drawings, for completeness, soundness and accuracy.
- Communicate in a clear, timely and professional manner with departmental and company personnel.
- Prepare Engineering change orders as necessary; obtain information and documents as required from inter-departments or outside agencies for projects. Provide test support throughout the product life, as required.
- Work in close coordination with peers, project managers, purchasing, manufacturing, QC and sales.
- Implement use of new technologies, cost saving techniques/materials, and improved manufacturing practices where applicable.
- Perform the duties of other Engineering personnel on a relief basis including performing related duties and responsibilities as required.
- Continuously identify, recommend and/or undertake activities and methods to make positive contributions to the company goals and initiatives as is within the scope of Engineering and other departments at Tournesol Siteworks.

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## **Important Skills and Abilities**

Associate degree or completion of a technical trade school in CAD, drafting or related field (certificate in 2D and 3D Computer Aided Design).

Detailed grasp of engineering drawing and principles and demonstrate successful operation of assigned equipment and computer software and hardware, including computer-aided design tools (Autodesk Inventor, AutoCad, Vault, etc.) while demonstrating accuracy and attention to detail.

An understanding of the qualities of various materials (fiberglass, concrete, metal, wood) is desired along with an appreciation of manufacturing processes and some construction methods.

Good math and analytical skills and able to visualize designs in 3D.

Work effectively with others, be flexible in work assignments, and assimilate and understand information in a manner consistent with the essential functions. Must be able to accept and work in a dynamic product development environment where the need to attend to multiple projects and adapt to changing demands in a timely manner is essential.

Have some mechanical or manufacturing engineering curriculum or training.

Have strong problem-solving skills and a desire to come up with practical solutions.

Skilled in PC usage and associated software including Microsoft Office.

Use excellent interpersonal and communication skills, both oral and written.

Work with minimal supervision, efficiently schedule and manage time, and meet deadlines.

Capacity to encourage good performance, to coordinate and monitor the work of others, and to delegate appropriate responsibility for work assignments.

“Hands on” mechanical aptitude working with basic hand and power tools.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. You should have sufficient education, training and/or work experience to demonstrate possession of these skills.

Most importantly, we're looking for individuals who are organized, thorough, and think for themselves in the workplace. You'll be working on many projects and will be expected to keep them all moving forward. You'll need to be comfortable working on a computer and in a manufacturing environment. You should enjoy a small-business environment where your performance makes a difference every day. You'll need to be self-directed and be able to make decisions without continuous supervision.

## **Core Values**

Tolerate nothing short of customer success  
Do what it takes to get the job done – this isn't about punching a clock  
Do what you say you are going to do  
Be honest and fair with customers, co-workers and other stakeholders  
Be committed to individual & collective growth  
Be a team member

## **Benefits**

Competitive salary  
Paid time off  
Paid holidays  
Medical, dental, vision, disability and life insurance  
401k with employer match

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**Physical demands**

The CAD Technician must be able to concentrate for extended periods of time paying close attention to detail. The CAD Technician’s work environment does not require much physical movement, but should be able to work with production personnel when required. While performing the duties of this job, the employee is regularly required to sit.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless accommodation would cause undue hardship to the business. While performing the duties of this job, the employee is regularly required to:

Frequency	Physical Demands																	
	Lift/Carry				Push/Pull				Bend									
	< 10 lbs	11-20 lbs	26-40 lbs	41-100 lbs	< 12 lbs	13-25 lbs	26-40 lbs	41-100 lbs	Squat/kneel	Sit	Walk	Stand	Climb	Crawl	Reach above shoulder	Handling / Fingering	Twist/Turn	Keyboard
Occasionally				X				X	X				X	X				
Frequently	X	X	X		X	X	X			X	X	X			X	X	X	
Constantly																		X

Occasionally – Activity or condition exists 1/3 of the time

Frequently – Activity or condition exists from 1/3 to 2/3 of the time

Constantly – Activity or condition exists 2/3 or more of the time

“Frequently” or “Constantly” are ESSENTIAL elements, or demands occurring in the job since they exist, in general, more than half of the time. Physical demands which are designated “Occasional” may be considered essential depending on other conditions.

**To Apply**

Submit your resume and salary requirements to [jobs@tournesol.com](mailto:jobs@tournesol.com)

Please do not submit more than once. We’ll do our best to respond within 3-5 business days to candidates being considered for the position. After a preliminary phone interview, you may be scheduled for an in-person interview. For more information visit [www.tournesol.com](http://www.tournesol.com) or follow us on Instagram and Facebook.

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