



ENGINEERING STANDARDS & CAD ADMINISTRATOR

DIVISION:	Aluminum	JOB CODE:	5218
LOCATION:	Cortland	JOB FUNCTION:	Engineering
DEPARTMENT:	Engineering	FLSA STATUS:	Exempt
REPORTS TO:	Engineering Mgr.	EFFECTIVE DATE:	05/26/26

JOB SUMMARY

Implement & administer all aspects of CAD (Computer Aided Design) functionalities by validating all drawings created prior to releasing to production, developing and maintaining processes and standards to streamline outputs throughout the department, and providing related training(s) to the Engineering team. Perform mechanical design work, as needed, to support business demands.

QUALIFICATIONS

Education/Experience

AAS (Associate of Applied Science) degree in Engineering or Technology, plus three (3) years of mechanical design and administrative experience in 3D CAD and Vault systems; or equivalent combination of education and experience.

Prior experience writing LISP programs to support Autodesk CAD systems, a plus.

Knowledge/Skills/Abilities

Engineering Skills. Ability to use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problem solving. Strong analysis, design, and implementation experience. Ability to drive a culture of continuous improvement and proactive approaches. Experience with tool design, product/process risk assessment, equipment design and automatization, test methods development and validation, design validation and verification, process technical writing, and regulations knowledge.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems including Microsoft Office, Inventor, 3D and CAD based systems, VAULT Document Management, and CAD large format printers and scanners.

Core Business Skills Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to “figure



it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence.

Professional Investment. Demonstrated commitment to own personal professional development and learning.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Develop, evaluate, and enhance manufacturing methods utilizing knowledge of product design, materials and parts, fabrication processes, tooling and production equipment capabilities, assembly methods, and quality control standards.
2. Effectively manage the administration, installation, trouble shooting and customization of all Inventor Modeling and CAD Engineering systems, including:
 - a) Developing training for team members on drafting standards and CAD programs.
 - b) Providing Engineering CAD and 3D Modeling Support.
 - c) Supporting all Inventor Modeling and CAD Engineering operations.
 - d) Enforcing Modeling and CAD standards.
 - e) Maintaining Engineering CAD and Modeling processes and procedures. Create new documentation when required.
3. Create and maintain Engineering's platforms, including:
 - a) Vault document management system - creating folder structure and initiating projects in vault for designers to begin work once a new order is entered.
 - b) Inventor Model Library.
4. Apply statistical methods to appropriately estimate future manufacturing requirements and potential.
5. Plan and coordinate manufacturing processes by conferring with the Planning and Design department concerning product design and tooling to ensure efficient production methods and project due dates are met. Promptly communicate to team if the checking/design plan will be impacted.
6. Review and approve all electrical and mechanical drawing releases and work packages for conformance with established drafting standards as well as form, fit & function, by:
 - a) Printing, releasing & providing planning for all new engineering packages from the Vault to the design team.
 - b) Creating part numbers for all projects, both fabricated and purchased parts, within Visual.
7. Create software programs and Macros to improve Engineering Designer efficiency.
8. Communicate and collaborate effectively with plant leadership as well as Supply Chain & Planning, including reports, by:
 - a) Providing new release projects and project status.
 - b) Tracking and distributing all Quality Improvement Requests (QIRs) to Engineering team and reporting weekly on status of each.
 - c) Acting as a technical expert with other engineers and designers on required project related model and design reviews.
 - d) Tracking project issues and communicating once project has shipped.



9. Promote positive team member and customer relations by supporting Pyrotek’s commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
10. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
11. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
12. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
13. Actively support compliance with all relevant ISO management system standards by establishing controls to ensure environmental requirements are addressed in the design and development process for the product or service, considering each life cycle state and the hierarchy of controls. Ensure outsourced processes' and providers' environmental aspects are controlled or influenced.
14. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
15. Consistently promote and communicate Pyrotek’s core values through work performance and excellent customer service.
16. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in an office environment, with occasional work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles. Periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, required.

Team Member’s Signature

Date