

## CAD Drafter:

### About Us:

Founded in 1969, TAVIS Corporation is an aerospace manufacturing company that offers a peaceful campus-like setting located in the rural town of Mariposa, nestled in the Sierra Foothills, only a short drive from Yosemite National Park. We are a major supplier of highly accurate, rugged and reliable pressure transducers for the Satellite, Launch Vehicle, Spacecraft, and Aircraft industries. Our commitment is to provide the best products and services possible, which meets or exceeds requirements, while continuously improving our management system.

Imagine the sense of accomplishment when you see something you designed or built traveling to the sun on Solar Probe, or helping propel astronauts to Deep Space. Imagine being part of a team, a hardware manufacturing organization that was an integral part, from inception to completion, of America's Space Launch System or the Orion space capsule. Imagine the feeling while watching the launch, landing and data collection of the Mars InSight Probe, knowing you've helped make history and expand the human knowledge of our universe.

Come join our team and be a part of the next adventurous program to put humans deeper into space than ever before and possibly on the surface of Mars for an even greater "giant leap". If you love the idea of working in the environment of a custom manufacturing and high-tech engineering facility, this position will be great for you.

### Position Summary:

Under general supervision from the Chief Engineer, produce detailed engineering / assembly drawings using SolidWorks and AutoCAD, in accordance with Tavis standards and the Drawing Requirements Manual. Prepare drawing packages and related documentation in support of design review meetings. Ensure consistency, complete configuration control and excellence in all drafting documentation and related files.

### Typical Duties:

- Create preliminary and final drawings and CAD (computer-aided design/drafting) files from engineers' CAD drawings or sketches.
- Review and check all drafting documentation.
- Write and process clear, detailed and accurate engineering change orders.
- Manage the contents of the Engineering Change Log.
- Work in close support of design originators or engineers.
- Work with the Document Control Technician to maintain complete configuration control of all drawings and related files, and monitor official documentation releases.
- Recommend minor design changes to the Chief Engineer.
- Compile and provide design review drawing packages and related documentation.
- Attend design review meetings and provide support with meeting notes/redlines, drawing requirements, drawing consistency.

- May direct/supervise the work of other personnel as directed by the Chief Engineer.
- Perform related duties as required or assigned.

**Minimum Qualifications:**

- Highly literate; read, write and understand English at a level necessary to perform the duties of this position.
- SolidWorks and AutoCAD proficiency.
- Knowledge of GD&T and general technical drafting concepts/formats. Familiarity with ASME Y14.100 is desirable.
- Follow detailed and complex oral and written instructions.
- Develop sketches and drawings based upon design concepts, using SolidWorks and AutoCAD software.
- Cooperative, supportive attitude for the engineering department as well as a willingness to support all company employees with drafting department services.
- Fastidious; complete attention to detail, accuracy, procedures, organized and secure file management.
- Professionally assertive with others to maintain high quality documentation in conformance with company policy and expectations.
- Capable of physical requirements of walking about offices; extended periods of desk/office/computer work.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

**Education and Experience:**

- Any combination of education and experience that would establish possession of the knowledge and abilities listed above. Normally, CAD (SolidWorks/AutoCAD) training plus five years of recent work experience generating/controlling drawings and related documentation.

**ITAR REQUIREMENTS (must meet this in order to apply):**

- To conform to U.S. Government space technology export regulations, including the International Traffic in Arms Regulations (ITAR) you must be a U.S. citizen, lawful permanent resident of the U.S., protected individual as defined by 8 U.S.C. 1324b(a)(3), or eligible to obtain the required authorizations from the U.S. Department of State.

**EOE:**

TAVIS Corporation is an Equal Opportunity Employer; employment with TAVIS is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, color, religion, gender, national origin/ethnicity, veteran status, disability status, age, sexual orientation, gender identity, marital status, mental or physical disability or any other legally protected status.

**Benefits:**

TAVIS Corporation offers benefits such as medical coverage, life insurance protection, 401(k) with matching, profit-sharing plan, and a vacation and holiday program. Employees can also opt to buy group rate insurance for Aflac, vision and dental.