



## **Mechanical Drafter and Document Control**

### *Job Overview*

Corvallis Tool Co have been serving the wood product manufactures for over 35 years. Specializing in the design, engineering, manufacturing, installation supervision, and start-up of custom industrial machinery and control systems for a wide variety of wood products manufactures. We are looking to hire a Mechanical Detailer/Doc Control who is a team player and is looking to grow their career in the Mechanical industry.

### *Job Responsibilities*

- Proficiency in the use of AutoCAD/Inventor drafting programs.
- Produce production drawings of equipment using current CTC drawing standards from 2D sketches & 3D models.
- Provide support to Engineering team with processing completed drawing packages for shop production.
- Manage electronic Engineering files.
- Assist Engineering with filling out Excel spreadsheets for drawing logs.

### *Additional Job Skills*

- Excel and Word proficiency
- Good understanding of mechanical components
- Able to work in a self-motivated team environment
- Good communications skills, both verbal and written
- Organizational skills to gather, sort, and track components and information