



Milling & Material Handling Designer I

Division: POET Design & Construction
FLSA Status: Non-Exempt

SUMMARY

The Milling & Material Handling Designer I is responsible for the development of complete and accurate CAD models, drawings, and design documents for milling & material handling systems using AutoCAD and other Computer Aided Design software tools. The Milling & Material Handling Designer I works under the close guidance of Senior Designers and Engineers to create proper construction documents for field use and to develop knowledge and skills. The Milling & Material Handling Designer I is required to have knowledge of commonly used concepts, practices, and procedures within their field.

ESSENTIAL FUNCTIONS

1. Develop grain handling, biomass handling, DDGS handling and other system layouts and designs under the supervision of the engineering team.
2. Create and modify 3D CAD models.
3. Create and modify assembly, erection, fabrication, detail, and other drawings; modify drawings based on mark-ups from Designers, Engineers, and Managers.
4. Develop various construction documents using department standards, procedures, and details.
5. Maintain CAD files and drawings based on standards and office procedures.
6. Read and comprehend design drawings and equipment data sheets; analyze various design requirements and recommend possible solutions or alternate constructions.
7. Meet all safety, budget, and schedule requirements.
8. Assist with on-site commissioning and start-up activities.
9. Communicate with vendors and contractors on various projects, including bid packages, ordering materials and equipment, and aiding in installation oversight.
10. Perform site visits to measure and confirm design requirements.
11. Provide information, when needed, for cost estimating.
12. Foster a culture of safe behavior and environmental compliance at all times.
13. Maintain a team environment at all times and champion POET in the community.
14. Other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES

To perform the essential functions of this position successfully, an individual should demonstrate the following competencies:

- Associate's degree or greater with emphasis in CAD Drafting preferred.
- Knowledge of AutoCAD based drafting systems.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.
- Excellent organizational, time management, and communication skills as well as the ability to adapt to change.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is largely self-directed and requires a thorough understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements at all times and in all work environments. This position operates in an office environment, as well as a plant, and/or construction environment. The team member may be exposed to high noise levels, moving mechanical parts, dusty conditions, internal and external temperature/weather conditions, and chemicals.

Travel with some overnight stays is required, up to 50%.

Specific physical requirements may include:

- a. Sitting for approximately 90% of the time while working on a personal computer.
- b. Occasionally lifting weight up to sixty (60) pounds or less.
- c. Climbing several flights of stairs and ladders.
- d. Occasionally bending, twisting, and turning while lifting weights of less than fifty (50) pounds.
- e. Walking of two (2) or more miles per day.
- f. Working at heights, in confined spaces, and at temperatures from -20 to +100 degrees.
- g. Standing for extended periods of time.
- h. Wearing Personal Protective Equipment (PPE).