

Careers

Millard Manufacturing Corp is an Equal Opportunity Employer. Benefits for full-time employees include group health insurance, group dental insurance, group life insurance, 401k and more.

We treat our employees with respect as they are our most important asset. We do that by providing a safe and productive work environment along with coworkers you can be proud of.

Applications are accepted by appointment, call 402-331-8010 for a pre-appointment telephone interview. Resumes can be emailed to hr@millardmfg.com.

Current Openings: [Mechanical CAD Drafter](#), [Machine Operator](#)

See job descriptions below.

Mechanical CAD Drafter

Position Summary: Using information provided by internal sales or the customers, prepares 3D models and detailed drawings using Inventor 2016 and AutoCAD software while simultaneously preparing bills of material for the fabrication and manufacture of industrial machinery and equipment in a job shop environment.

Essential Job Duties:

1. Reports to work as scheduled on a regular and reliable basis. Essential job duties must be performed on-site.
2. Communicate by telephone, in written form, email, and in person with the sales and production departments to assess drawing and bill of material requirements .
3. Review and analyze specifications, sketches, drawings, ideas and related data regarding machine and equipment application to assess design appropriately.
4. Develop 3D models and detailed drawings using Inventor 2016 and AutoCad necessary to facilitate shop fabrication.
5. Develop detailed bills of material using a computer program specifying material types and quantities and machine operations necessary to facilitate shop fabrication.
6. Requisitions buy out materials and checks raw material inventory for quantities sufficient to complete each job.
7. Must have a working knowledge of Microsoft Excel.
8. Must have knowledge of the company's machine tool capabilities and limitations and raw material inventory (metals and plastics) as it pertains to our operations.
9. Must be able to calculate flat pattern layouts for simple bends.
10. Create reference manuals to assist the customer in the maintenance of the machinery and equipment.
11. Must be detail oriented and be able to sit and work on a computer for long periods of time.
12. Performs quality control checks when required or requested.
13. Must work overtime and on weekends as required to complete the work.

Other Job Duties:

1. Maintain work area in a neat and orderly fashion.
2. Attend training sessions as required to maintain proficiency on software programs.
3. Performs other duties as assigned by the supervisor.

Education and Experience:

Must be a High School graduate. Prefer two year post high school technical training pertaining to drafting or comparable experience. Must have experience with Autodesk Inventor 2016 and AutoCAD. Strong mechanical aptitude with knowledge of materials. Previous job shop experience helpful but not required.

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Mechanical CAD Drafter

Skills and Abilities:

Must be able to communicate in English, both verbally and in writing. Knowledge of design techniques and mechanical principles and a practical application of sheet metal engineering and fabrication processes. Must have knowledge of pre-calculus math including arithmetic, geometry and trigonometry, with the ability to read blueprints and technical drawings. Able to use a tape measure, dial caliper and micrometer. Proficient with Microsoft Excel, Word and Outlook.

Physical Demands and Working Conditions:

Job requires extensive attention to detail with long periods of sitting and working of a computer in an office setting.

Machine Operator

Position Summary: Sets up and operates machines to cut, shear, punch or shape metal or other materials and manufacture of industrial machinery and equipment in a job shop environment.

Essential Job Duties:

1. Reports to work as scheduled on a regular and reliable basis. Essential job duties must be performed on-site.
2. Uses knowledge and experience to select and operate appropriate machines to cut, shear or form material as indicated on the bill of materials.
3. Read bills of material to determine types of material and quantities of items to complete the job.
4. Review and analyze specifications, sketches, drawings and other pertinent data related to the work.
5. Knows how to use tape measures, calipers, etc. used on the job, uses math skills for material optimization and to convert measurements from bills of material.
6. Retrieves and loads materials to appropriate machines.
7. Assists other machine operator as a helper on machines.
8. Must have a valid driver's license to transport material using company truck.
9. Must have knowledge of the company's machine tool capabilities and limitations and raw material inventory (metals and plastics) as it pertains to our operations.
10. Must be detail oriented and make accurate computer entries.
11. Performs quality control checks when required or requested.
12. Must work overtime and on weekends as required to complete the work.

Other Job Duties:

1. Maintain work area in a neat and orderly fashion.
2. Attend training sessions as required to maintain proficiency on machines or safety programs.
3. Performs other duties as assigned by the supervisor.

Education and Experience:

Prefer High School graduate or GED and with at least 6 months similar job experience.

Skills and Abilities:

Must be able to communicate both verbally and in writing.

Physical Demands and Working Conditions:

Job requires extensive physical work with an ability to stand, squat, and bend frequently throughout the work day. Must be able to lift heavy items, up to and exceeding 100 pounds on occasion.
