



## **Mechanical Drafter**

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Create drawings for manufacturing using engineering documents.
- Modify existing drawings, title blocks, details and bill of materials.
- Create new standards and proposal drawings as directed.
- Verify accuracy of drawings that are produced.
- Communicate with the team members for design support and other issues.
- Other assignments, tasks or special projects as needed to support department efficiency and productivity.

### **ESSENTIAL JOB QUALIFICATIONS:**

- Thorough knowledge of computer-aided drafting software, such as AutoCAD, Inventor, SolidWorks, etc.
- An associate's degree in mechanical drafting or work-related experience is required.
- Must be able to visualize mechanical systems and be able to produce useful drawings and details.
- Must be able to interpret drawings, sketches, and verbal descriptions in order to produce the required drawings, details, and bill of materials.
- Ability to follow written and oral instructions from supervisors as well as peers.
- Must be motivated and willing to learn.
- Must be flexible and willing to adapt to changing drawing assignments and schedules.
- Must be able to perform work within the allotted time.
- Good written and verbal skills are required.

### **REQUIRED EXPERIENCE:**

- Level II: 3 to 10 years of experience in Manufacturing Design experience
- Intermediate operational knowledge of departmental tools (AutoCAD, Inventor, SolidWorks, etc.)
- SolidWorks: 2 years (Required)
- Manufacturing: 1 year (Required)
- Drafting: 3 years (Required)
- Mechanical knowledge: 3 years (Required)



#### **GENERAL SKILL REQUIREMENTS:**

- Communication – Writes clearly, concisely, and persuasively; speaks tactfully and convincingly; listens well; shares work related information; must be computer literate, and capable.
- Problem solving – Ability to evaluate situations, review options and set priorities within scope of authority; must be able to identify activities for completing assignments by allocating time/resources; ability to multi-task and switch focus quickly.
- Initiative – Ability to be self-motivated and complete tasks without supervision' results oriented; seeks self-improvement, enhancement of skills, and professional growth.
- Meeting commitments – Assumes total accountability for meeting daily commitments with clear understanding of his/her impact on project schedules.
- Quality of work – Sets and maintains high goals and standards for self while understanding and conforming to team standards; achieves a volume of acceptable work within allotted time; work produced achieves established standards for thoroughness, accuracy, neatness, and acceptability.
- Professionalism – Must display high level of professionalism in conduct, attitude, and attire appropriate for the work area; ability to work with people at all levels; must understand "internal customer" concept; able to exercise authority and respond to criticism.
- Leadership – Ability to inspire teamwork and high morale; constructively influence the performance of others; able to obtain results through others; ability to solve problems and make decisions within the scope of authority.