



JOB DESCRIPTION

Job Title: Drafter/Detailer

Job Code:

G3 Plant: Corporate

FLSA Status: Nonexempt

Department: 910

Reports To: Design Engineering Mgr.

Scope and Purpose:

Create, maintain, and update production part and tooling drawings of various complexity using customer drawings, sketches, existing products, and verbal direction.

Principle Duties and Areas of Responsibility:

- Create and update production models and prints for use on the shop floor.
- Create and maintain operational inspection templates in conjunction with production prints.
- Assist Design Engineers by detailing tool design prints.
- Create models and prints as needed to assist Estimating and Manufacturing Engineers.
- Maintain and update plant layout drawings.
- Adjust for changing priorities per customer requirements (internal & external) to maintain established deadlines. Manage workload using defined ERP schedule as well as hardcopy hand offs and offline instructions.
- Create models and prints from concept sketches and verbal communication.
- Train team members to meet established standards.
- Communicate effectively with internal and external customers verbally, through sketches, and in writing.
- Follow all defined policies and procedures in company handbook and other documents.
- Follow guidelines in department manuals.
- Demonstrate a professional attitude when approaching work assignments.
- Display a sense of urgency towards completing assigned tasks on time.
- Assist in developing timely solutions to problems.
- Maintain outstanding attendance.
- Perform other assigned duties as required.

Education:

- Individual must possess vocational degree in drafting and/or 5 years of CAD drafting experience in related field. Individual must have experience creating and modifying drawings from written and verbal instructions. Background needed in reading and interpreting complex drawings and redline changes, along with experience working with computers.



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Skills and Abilities:

- ▶ Individuals must possess knowledge of materials and processes related to the company's manufactured product. Must be able to manage multiple priorities and complex tasks, often conflicting in nature, to reach commitment dates. The ability to read and interpret complex specifications is required. Must have excellent knowledge and experience with 3D modeling and print creation using Solidworks as well as a good understanding of 2D drafting with experience using AutoCAD or Draftsight.
- ▶ Previous experience with production inspection techniques and tools is a plus.

Communication Skills

- ▶ The drafter must possess effective communication skills, written and verbal, to work closely with product development team members, project managers, manufacturing team members, team leaders and buyers. Must communicate effectively and maintain good contact externally with vendors.

Mathematical Skills

- ▶ Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability

- ▶ Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of specifications and information furnished in written, oral, diagram, or schedule form.

Physical Requirements:

Physical Demands

- ▶ The position requires extended periods of computer use and keyboarding. Prolonged sitting is involved. Individual must have a normal range of hearing and vision to successfully accomplish the requirements of the position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Physical Activity

On the job the employee must:

- (F) Bend
- (F) Squat
- (N) Crawl
- (O) Climb
- (F) Kneel
- (F) Handle objects (manual dexterity)
- (F) Reach above shoulder level
- (F) Use fine finger movements
- (F) Repetitive movement
- () Other _____

Must carry/lift loads of:

- (O) Light (up to 25lbs.)
- (O) Moderate (25-50lbs.)
- (N) Heavy (over 50lbs.)

Physical Exposure

On the job the employee:

- (F) Is exposed to moderate or excessive (circle) noise
- (F) Is around moving machinery
- (F) Is exposed to marked changes in temperature and/or humidity
- (F) Is exposed to dust, fumes, gases, microwave, Other _____ (circle)
- (N) Drives motorized equipment
- (N) Works in confined quarters
- (N) Unprotected heights
- () Other _____



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Physical Ability:

Acceptable Minimum

Vision: Good Poor Blind

Color Vision: Normal Impaired

Hearing: Normal Moderate Loss Deaf

Talking/Speech: Good Fair Mute



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APPROVALS:

Randy Stroik

4/19/13

Plant Manager

Date

Human Resources Manager

Date

The above is intended to describe the general content of and requirements for the performance of this job. Employees may be required to perform other duties to meet the on-going needs of G3.
