



JOB DESCRIPTION

Title: Drafter

Date: March 1, 2025

Classification: Hourly (Non Exempt)

Reports to: Drafting Supervisor

Job Summary:

Designs and produces drawings of metal fabrication components and products. Creates bills of material (BOM). Determines product specifications; performs verification/maintenance and product management. Illustrates systems from specifications, source control drawings, sketches, models, prototypes, or verbal instructions. In addition, will help ensure that quality and safety standards are achieved.

Responsibilities:

- Responsible for creation and maintenance of parts and bills of material
- Work directly with engineering staff to produce drawings and bills of material from sketches, existing drawings, electronic images, along with written and verbal descriptions.
- Work closely with all departments in the plant to ensure that the drawings convey the correct information and are error free.
- Utilizes drafting resources to create new tools to carry out above mentioned tasks more efficiently, including hardware and software design
- Work from customer drawings, company drawings, vendor drawing or specifications. Use corporate drawing standards as guidelines
- Performs additional related duties as requested or required

Skills/Abilities Required:

- Proficient computer skills, including AutoCAD, Windows, Word and Excel
- Must be able to organize and prioritize work
- Perform duties with limited supervision
- Possess strong verbal and written communication skills
- Able to follow written and verbal instructions
- Results oriented while maintaining attention to detail
- Must be accurate with numbers and reports
- Capable of maintaining regular and reliable attendance

Education / Experience Required:

- Successful candidates should have attained an associate degree in drafting from a two-year college or technical school.
- Proficiency with AutoCAD, Inventor and/or Rivit
- Drafting and design skills with metal fabrication
- 3D modeling capabilities are beneficial