

**Drafter/Designer  
Position Description**

<b>Reports to:</b> Business Unit Manager	<b>Date:</b> 08-27-19
<b>FLSA Status:</b> Non-Exempt	<b>Salary Range:</b> DOE

**Primary Function:**

Use computer aided drafting software to provide design and drafting support for shop fabrication and field installation projects.

**Essential Duties and Responsibilities:**

- Use three-dimensional modeling software to provide detailed, accurate and timely shop and assembly drawings for the purpose of fabricating equipment in the shop or installing equipment in the field.
- Shows dimensions, material to be used, and other information necessary to make detailed drawings clear and complete.
- Prepares working drawings from sketches and design specifications.
- Provide conceptual drawings for helping estimators with the bidding process.
- Aid in the inspection of shop fabricated work for correctness of assembly and fabrication per the drawings that are produced.
- Help during the estimating process by doing material take-offs and labor estimates.
- Estimate design/drafting time for use in the bidding process.
- Provide files to the burn table for use in assembly and fabrication of shop work.
- Become involved in the design process by helping the engineers with basic engineering calculations and equipment design while producing the drawings required for the project.

Promote and actively embrace the concept of a collaborative environment, with an emphasis on customer service, respect and candor. Safety is a cultural value and it must be promoted and enforced at all times.

**Minimum Qualifications/Experience:**

Associates degree (A.A.) or equivalent from two-year college or technical school and two to five years related experience and/or training; or equivalent combination of education and experience. Experience with SolidWorks, AutoCAD and/or Inventor preferred.

**Additional skills**

To perform this job successfully, an individual should have knowledge of Database software; Manufacturing software; Spreadsheet software and Word Processing software

### **Other Qualifications**

The physical demands and work environment described here are representative of the conditions 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.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and to use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; depth perception (three-dimensional vision, ability to judge distances and spatial relationships); and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

### **Work Environment**

The majority of time the incumbent is exposed to a normal office environment. However, occasionally while performing the duties of this job, the employee is exposed to a typical manufacturing shop environment.