

Job Description

OVERVIEW			
Job Title	Mechanical Drafter	Job Code	---
Division	---	Department	---
Role Purpose	The position of mechanical drafter consists of preparing detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information		

REPORTING LINES			
Direct Reporting Relationships	•	Supervises (titles)	• NA

DUTIES PERFORMED		
% of Time	Key Accountabilities	Key Activities
100%	Team Management	<ul style="list-style-type: none">• Check dimensions of materials to be used and assign numbers to the materials• Compute mathematical formulas to develop and design detailed specifications for components or machinery using computer-assisted equipment• Coordinate with and consult other workers to design, layout, or detail components and systems and to resolve design or other problems• Design scale or full-size blueprints of specialty items such as furniture and automobile body or chassis components• Develop detailed design drawings and specifications for mechanical equipment, dies, tools, and controls, using computer-assisted drafting (CAD) equipment• Layout and draw schematic, orthographic, or angle views to depict functional relationships of components, assemblies, systems, and machines• Layout, draw, and reproduce illustrations for reference manuals and technical publications to describe operation and maintenance of mechanical systems• Modify and revise designs to correct operating deficiencies or to reduce production problems• Position instructions and comments onto drawings• Review and analyze specifications, sketches, drawings, ideas, and related data to assess factors affecting component designs and the procedures and instructions to be followed• and monitoring market trends

Qualifications and requirements

- A college degree or equivalent
- Ability to give full attention to what other people are saying, and to identify complex problems and review related information to develop and evaluate options and implement solutions
- Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions

Competencies (in order of importance)

- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations
- Analytical Thinking — Job requires analyzing information and using logic to address work-related issues and problems
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude
- Integrity — Job requires being honest and ethical

Lines of communication

- Please Identify where the position fits within the hierarchy of your organization

VERSION TRACKING

Version		
Prepared by:		
First review by:		
Second review by:		
Approved by:	Name	
	Signature	
	Date	