## JOB DESCRIPTION

| **TITLE** | DRAFTER  |
| --- | --- |
| **Reports To:**  | [INSERT POSITION] |

**Job Purpose**

The Drafter is responsible for taking conceptual layouts to installable models that are fully integrated into our facility’s infrastructure, equipment and products. The position uses software to convert the designs of architects and engineers into technical drawings. The Drafter is responsible for building functional, secure and well-designed pieces that meet the Company’s needs.

In addition, the Drafter advises on production methods, collaborates with architects and engineers on structural and mechanical projects and helps to ensure that, during the installation phase, the coordinated model is carried through the construction process.

**Duties and Responsibilities**

Specific responsibilities include, but are not limited to:

* Develop solutions that improve Company products and services from the inside out.
* Collaborate with internal teams to develop innovations and improvements to structures, equipment and products.
* Using CAD, create schematics that can be viewed, printed, or programmed directly into the building information modelling (BIM) system. Review rough sketches for presentation to the engineering team.
* Prepare layouts that show the details for a variety of machinery, mechanical tools and devices.
* Calculate dimensions, weight limitations and requirements in materials.
* Negotiate space requirements with general contractors and other trade partners.
* Ensure complete system install-ability and design integrity.
* Interpret production method SOPs (including equipment and software to be used).
* Determine potential operational issues and redesign products to improve functionality.
* Create manuals that describe existing products’ operation, features and maintenance.
* Design diagrams, maps and layouts to illustrate workflow.
* Ensure final designs adhere to regulations and quality standards.
* Other duties as assigned.

**Skills and Competencies**

* Solid mathematical skills.
* High degree of common sense and initiative for problem solving.
* Exhibits good discretion, judgement, tact and diplomacy. Maintains confidentiality.
* Planning and project management skills.
* Solid organizational, prioritization and time management skills.
* Works efficiently and effectively independently and in a team environment.
* Works effectively under pressure in a busy and dynamic environment.
* Able to learn new systems, programs and applications quickly.
* Strong attention to detail and proofreading skills.
* Professional written and verbal communication skills.
* Resourceful, flexible, and adaptable.
* Safety-minded.
* Strong understanding of and belief in the advancement of customer service based on best practices, communication and collaboration.

**Requirements and Qualifications**

* Associate’s Degree or Certification in drafting, or similar.
* Extensive knowledge of computer-aided design (CAD) software.
* Minimum X years experience as a drafter.
* Able to apply sketching and design fundamentals to assignments and projects.

**Working Conditions**

* This position is typically located in an office environment however may be in other locations as required.
* The standard workweek for this position is [insert #] hours. The standard business hours for this position is [insert core hours]. Overtime and hours worked outside of the standard work schedule may be required.
* Frequent interruptions.
* High pressure due to work volume, numerous competing demands, time sensitive schedules and goals, dynamic priorities and an overall fast pace.
* Sitting for long periods. Walking throughout the day.
* Adherence to health and safety procedures, policies and legislation at all times.
* Adherence to quality procedures, policies and standards at all times.
* Adherence to COVID-19 procedures and policies while in effect.