

LECTRODRYER

JOB DESCRIPTION

TITLE: Drafter

DEPARTMENT: Engineering

REPORTS TO: Engineering Manager

FLSA: Non-Exempt

Position Summary

Exercise the primary responsibility for all Lectrodryer design work (CAD, drawings, BOM, etc...) for all product lines and projects. Work directly with product and electrical engineers to develop processes and concepts in connection with an order to hardware. Provides support functions to Marketing, Design, Purchasing, Manufacturing, and Quality Assurance departments as required. Require a Vocational School degree and 3-6 years of experience in the field or in a related area. Possess a broad knowledge and use of Lectrodryer standard concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Perform a variety of complicated tasks. Work under general supervision. A wide degree of creativity and latitude is expected. Report to Senior Designer or Engineering Manager.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Proficient in all aspects of Designer I duties and responsibilities.
- Working knowledge of pressure vessel drawing requirements.
- Working knowledge of NEC, ATEX, and IECEx drawing requirements.
- Can check the work of others to assure accuracy and completion.
- Interprets Order Specifications
- Assists the Senior or Lead Designer in planning of work and working procedures.
- Assists with the estimates design time, assists the Senior and Lead Designer with scheduling, layout of equipment, and critical assemblies.
- Determines the correct component descriptions for the bills of materials from vendor data, specifications, and other sources, supported by engineers as required.
- Recommends action required in order to meet the scheduled design commitments to the Senior or Lead Designer.
- Attends project meetings.
- Communicates with engineers to discuss requirements on designs and specifications.
- Assist the engineers with pre-requisition of materials.
- Collaborate with manufacturing in troubleshooting manufacturing problems and propose alternate designs or methods.
- All work is consistently very high quality with very limited or no errors.

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- All work is completed regularly on schedule.

Minimum Qualifications (Education, Experience, Skills)

- Vocational school degree preferred
- 3-6 years practical experience
- Requires the consistent exercise of discretion and judgment
- Strong communication skills required to effectively convey information
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Must have basic knowledge of current software packages (AutoCAD, SolidWorks, Excel and Microsoft Office)
- Ability to use variety of office equipment
- Performs other work-related duties as assigned

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by:

Manager's Name

Date

Received and accepted by:

Employee's Name

Date

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Job Physical Demands Analysis

Job Title	Lead Designer
Work Hours	Monday – Friday 8:00am – 4:30pm

PHYSICAL EFFORT	ESSENTIAL (Y/N)	% of Time Performing Task			
		Rare	Occasional	Frequent	Constant
		0-30	30-60%	60-90%	90-100%
Hand Movement	Y				X
• Repetitive Motion	Y				X
• Grasping	Y		X		
• Holding	Y		X		
• Finger Dexterity	Y				X
Reading	Y			X	
Writing	Y		X		
Eye-Hand Coordination	Y				X
Vision	Y				X
• Color Distinction	Y				X
• Preparing/Analyzing	N				
• Visual Inspection	N				
• Measuring/Assembling at distance close to eye	N				
• Skilled Trades	Y				
Hearing	Y				X
Talking	Y				X
Standing	Y		X		
Sitting	Y			X	
Walking	Y			X	
Lifting	Y		X		
• 0-30 lbs	Y		X		
• 30-60 lbs	Y	X			
• 60-90 lbs	Y	X			
• 90+ lbs	Y	X			
Pushing/Pulling	Y	X			
Climbing	Y				
• Stairs	Y		X		
• Ladders	Y	X			
Bending	Y		X		
Squatting	Y		X		
Crawling	N				

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Reaching	Y	X			
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WORK ENVIRONMENT	ESSENTIAL (Y/N)	% of Time Performing Task			
		Rare	Occasional	Frequent	Constant
		0-30%	30-60%	60-90%	90-100%
Driving	N				
• Car/Truck	N				
• Standard/Automatic	N				
• Mower/Forklift	N				
Location	N				
• Trees	N				
• Air Vent	Y				X
• Roof	Y				X
Equipment/Machines	Y		X		
Heights	Y				
• Roofs	N				
• Ladders	Y	X			
• Step Stools	N				
• Scaffolds	N				
Night/Dark	N				
Extreme Noise Levels	Y	Y			
Extreme Temperatures	Y				
• Inside	Y	X			
• Outside	N				
Ventilation Conditions	Y				
• Dust	Y	X			
• Fumes	Y	X			
• Chemicals	Y	X			
• Gases	N				
Exposure to Potential Hazardous Conditions	Y				
• Chemical Spills	Y	X			
• Gas Leaks	Y	X			
• Infectious Bacteria	N				
• Acidic Harsh or Oily Substances	Y	X			
Use of Respirator	N				
Electrical Hazards	N				
Overtime	N		X		