



JOB DESCRIPTION

Position/Title: Mechanical Engineering Drafter/Designer Engineer/Designer/Drafter	Date: February 16, 2016
Department/Division: Engineering	Reports to: Chief Technology Officer
Job Family: Engineering	FLSA: Exempt

NATURE OF THE JOB

The Mechanical Engineering drafter/designer will assist product engineering, manufacturing engineering, and other engineering teams by providing CAD drafting and design support to create/revise drawings for new/legacy custom parts, designing and/or modifying new/legacy custom components in CAD, and by reviewing dimensions and tolerances on drawings to ensure their suitability for the intended production process. The successful candidate will have the technical depth and proven experience to create and review drawings to ASME Y14.5 standards. Candidate will demonstrate knowledge of GD&T, DFM and the use of CAD tools to create/refine designs and drawings for assemblies and custom parts made of sheet metal, weldments, various plastics - some with complex surfaces, castings, electrical cables/components, and machined parts. The candidate will be a team player, collaborate with engineering teams, and have a strong sense of responsibility and commitment towards producing accurate drawings.

Duties and Responsibilities

- Work with various teams to identify drafting/design support needs and schedule workload based on priorities set by management
- Identify scope of design/drafting support needs requested by engineering teams
- Estimate time required to complete support activities
- Provide CAD design/drafting support as needed
- Communicate with vendors to determine process capabilities to verify manufacturability of part to tight dimensions/tolerances
- Communicate with engineering teams to review drawing changes to suit manufacturing process capabilities
- Work from rough sketches and specifications created by engineers to design static aids and dynamic fixtures used in testing and manufacturing of product
- Assist in creating engineering BOMs on drawings and in MRP systems
- Assist in lifecycle changes and production release of drawings via ECOs
 - Provide mechanical engineering support for resolution of field and manufacturing issues via drawing changes
- Establish individual goals consistent with team goals and project schedules

Abilities and Behaviors:

- Excellent verbal and written communication skills
- Able to manage time effectively and work toward and achieve deadlines
- Strong organizational skills to manage multiple complex tasks simultaneously
- Ability to interface with multiple constituents, across multiple functions to complete tasks
- Strong initiative, hands-on approach
- Comfortable working with limited direction, in a start-up company environment
- Willingness and ability to take ownership of projects and drive them to successful conclusion

Skills/Job Requirements:

- Experience in creating assembly drawings of mechanisms and drawing BOMs
- Experience with drawing reviews/checking

- Understanding of dimensional tolerance capabilities of process such as injection molding, castings, machine parts, and sheet metal components.
- Proven experience in a fast paced, high transaction environment
- Proven ability to work well in a team environment
- Proficiency using CAD to design and document mechanisms in SolidWorks
- Knowledge of component finishing processes such as electro-polishing, plating, heat treatment, paint/powder coating)

Experience:

- 8 years minimum experience working in creating drawings for mechanical parts, electro-mechanical assemblies, tooling components

Education Level

- Associates degree in Mechanical and/or Industrial engineering required

SIGNATURES

➤ *The signatures below indicate that the employee and manager have read, discussed and agreed that the information accurately reflects the work assigned.*

Employee (Print Name): _____

Employee Signature: _____ Date: _____

Supervisor (Print Name): _____

Supervisor Signature: _____ Date: _____

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.