



POWER ENGINEERING AND MANUFACTURING, LTD.

Mechanical Drafter

Department: Engineering
FLSA Status:
Grade/Level:
Work Schedule:
1st Shift

Job Status: Full Time
Reports To: Chief Engineer
Amount of Travel Required: No travel required
Positions Supervised:
None

POSITION SUMMARY

Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Develop detailed design drawings and specifications for gears, pinions, shafts, and gearcases using computer-assisted drafting (CAD) equipment.
- Coordinate with and consult other workers to design, lay out, or detail components and systems and to resolve design or other problems.
- Check dimensions of materials to be used and assign numbers to the materials.
- Modify and revise designs to correct operating deficiencies or to reduce production problems.
- Position instructions and comments onto drawings.

POSITION QUALIFICATIONS

Competency Statement(s)

- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Accuracy - Ability to perform work accurately and thoroughly.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Deductive Reasoning - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education : 1yr Drafting and Design Course

Experience : No prior experience necessary

Computer Skills

AutoCAD Mechanical, Solidworks, LISP Programs, Basic Microsoft programs(Office, Word, Excel)

PHYSICAL DEMANDS

Physical Demands

		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	N (Not Applicable)
Walk	O (Occasionally)	11-20 lbs	N (Not Applicable)
Sit	F (Frequently)	21-50 lbs	N (Not Applicable)
Handling / Fingering	N (Not Applicable)	51-100 lbs	N (Not Applicable)
Reach Outward	N (Not Applicable)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	N (Not Applicable)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	N (Not Applicable)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	N (Not Applicable)	41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Ability to wear Personal Protective Equipment (PPE) (Glasses)

WORK ENVIRONMENT

Office

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Approval: _____

Approval: _____

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.