REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Design Drafter

JOB CODE: 051215

DATE PREPARED: August 1, 1983
Revised: October 27, 1993

SUMMARY STATEMENT
The incumbent designs clear, complete drawings for working plans from schematics or other criteria as requested by design engineers.

DIMENSIONS
The incumbent reports to the Drafting Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Prepares clear, complete work plans, detail drawings, and sectional views applying drafting techniques and knowledge in developing layouts; assures that drawings are in accordance with accepted drafting standards;

2. Collaborates with engineers on the design of more technical assignments; designs drawings for the purpose of work clarifications; often works independently;

3. Utilizes engineering notes, sketches, and dimensions to design and adjust drawings according to engineers' requests;

4. Prepares preliminary and final artwork; prepares various diagrams, drafts, and other detailed graphic presentations as required; completes as-built drawings of completed structures;

5. May design minor features on assigned projects which are reviewed by design originators to verify consistency with prior engineering specifications;

6. Makes any adjustments or changes to layouts that are necessary or desired;

7. Knowledgeable in a variety of technical data; knows where to consult catalogs and make field investigations to develop data for preparation of drawings;

8. Provides numbering system for in-house drawings, maintains logs, and retrieves files as requested;

9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

10. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking in office areas or while performing field work in shop or outdoor work areas;

2. Frequent-to-constant sitting on stool at drafting table while preparing drawings;

3. Occasional lift/carry papers, tools, or supplies up to ten pounds;

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time
Design Drafter

4. Occasional push/pull in opening doors/drawers requiring force up to five to ten pounds;

5. Occasional climbing stairs/ladders up to ten feet high while out in field;

6. Occasional bending/twisting at waist/knees to reach lower areas;

7. Constant use of both hands/arms in reaching/handling/grasping/fingering while drawing and using drafting tools. Frequent-to-constant use of fine motor skills;

8. Constant use of sight abilities in preparing work; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;

9. Frequent use of speech/hearing abilities in communicating with engineers, supervisors, and coworkers to determine work specifications.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in creating detailed drawings and diagrams to exacting specifications;

2. Must be able to work independently, prioritize work load, and follow through on all projects;

3. Must possess creativity, independent judgement, and spatial reasoning ability;

4. Must possess excellent mathematical skills including geometry in order to make necessary calculations and understand engineering specifications;

5. Must be able to read/write/speak English and communicate clearly and effectively with engineers and supervisors in order to determine and clarify work requirements;

6. Must be able to learn and understand technical engineering, drafting, and building terminology and principles.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in office environment. May occasionally travel to shop areas or construction sites with exposure to weather conditions.

Tools & Equipment Used: Personal computer, mainframe computer, drafting table, drafting tools and supplies, general office equipment; motor vehicle, eye and hearing protection, safety shoes, and hard hat when in the field.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with coursework in general drafting required. Five years of drafting experience with emphasis on design drawing in a specialized engineering field providing thorough knowledge of drafting principles and standards.

OTHER SPECIAL QUALIFICATIONS

Proficiency in AutoCAD, AutoSOLID, and computer drawing experience required. Driver’s license required.