



DOCUMENT TITLE:	<b>JOB DESCRIPTION: DRAFTER</b>
DOCUMENT NO:	HR-Z009
REVISION:	DRAFT

## JOB DESCRIPTION

**JOB TITLE:** Drafter  
**DEPARTMENT:** Design and Engineering  
**SUPERVISOR:** Director of Engineering  
**SUPERVISES:** None

### JOB SUMMARY

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The Drafter creates 2D drawings and production data packages for products.

### DUTIES AND RESPONSIBILITIES

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The following is a list of the duties and responsibilities of the Drafter. Additional tasks and responsibilities may be required as needed.

- Perform final quality check of full solid model, ensuring all features are accurate and correct, all holes align, all parts mate correctly, and no interferences exist
- Create 2D drawings and details of all modules, assemblies, sub-assemblies, and parts as defined by Spika and/or customer standards and procedures
- Create DXF files and accompanying PDF files for submission to outsourced processors or in-house CNC machines
- Create bills of material for Purchasing and Inventory
- Create parts manuals
- Review and approve accuracy of solid models and travelers created by others

### COMPETENCIES

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To perform this job successfully, an individual should demonstrate the following competencies:

- Strong working knowledge of SolidWorks and solid modeling techniques
- Sound working knowledge of 2D drafting principles, techniques, and standards
- Ability to organize work, set priorities, and determine resource requirements; ability to determine necessary sequence of activities needed to achieve goals
- Ability to stay focused on project at hand, while balancing numerous ongoing projects and demands at once
- High work standards, paying close attention to detail, accuracy, and completeness

### QUALIFICATIONS

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Associate's degree or equivalent from two-year college or technical school

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Abilities:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

Proficiency in SolidWorks and Microsoft Office Suite

**Certificates, Licenses, and Registrations:**

None

**Physical Demands:**

Below is the approximate amount of time that must be spent on the following activities:

	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to handle or feel				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk or hear			X	
Taste or smell	X			

Below is the approximate amount of time that weight must be lifted or force must be exerted:

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	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

This position has no special vision requirements.

**Work Environment:**

Below is the amount of time of required exposure to environmental conditions:

	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

This position typically experiences moderate noise.

**DISCLAIMER**

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.