



## Design Drafter Job Description

### Overview

Create, modify, and maintain 3D models and 2D drawings of assemblies, components, fixtures, and tooling layouts.

### Essential Duties & Responsibilities

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as needed.

- Thorough understanding and use of the Dumore's Quality Plan in all phases of engineering
- Use Solid Works and AutoCAD to create accurate models and drawings within the required timeframe, and adjust for changing priorities per engineering change notices or customer specifications
- Calculate and specify dimensions using standard allowances in accordance with established procedures using and understanding sound basic drafting practices to complete CAD drawings, including component fits, tolerances and GD&T
- Prepare structured bill of materials using both spreadsheets and MRP Software
- Provide support and complete necessary engineering documentation for processing engineering change orders or notices
- Provide leadership for the Engineering Change Order process per Dumore ECR policy
- Assist in building, testing and gathering test data on prototypes and new product design
- Assist Manufacturing with design or product related issues
- Demonstrate a professional attitude and respect in interactions with other team members, customers, and vendors
- Work with a sense of urgency in completing assigned tasks on time
- Follow departmental procedures and directives in completing work assignments

### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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

Vocational degree in drafting and/or 5 years of CAD drafting experience in related field. Must have experience creating and modifying drawings from written and verbal instructions. Background needed in reading and interpreting complex drawings and redline changes, along with experience working with computers and job related software.

#### Language Skills

Effective communication skills to work closely with team members, vendors and customers

#### Mathematical Skills

Able to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Able to compute rate, ratio, and percent.

#### Reasoning Ability

Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Able to interpret a variety of specifications and information furnished in written, oral, diagram, or schedule form.

**Protective Clothing/Equipment Required**

When entering a safety sensitive situation or area, safety equipment and apparel is required and expected to meet applicable regulations and policies.

**Physical Demands**

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Extended periods of computer use and keyboarding.
- Prolonged sitting
- Normal range of hearing and vision

**Work Environment**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts.
- The noise level in the work environment is usually moderate.