



**Title:**

Mechanical Drafter

**Reports to:**

Mechanical Designer

**Job Purpose:**

***Support new reliability drawings and documentation from detailed design to construction by collaborating with internal customers on fabrication, production, and support***

**Key Responsibilities and Accountabilities:**

- Create construction-ready mechanical drawings from sketches, redlines, or verbal input
- Translate engineering concepts into clear 2D and 3D CAD models
- Create construction-ready design packages using CAD design software
- Prepare or present technical or project status reports.
- Use internal feedback and data to upgrade, improve, or repair the company's existing machines
- Revise and update changes to drawings based on sketches, notes, drawings, and verbal instruction
- Support document control and versioning activities to ensure project/company documentation is properly processed, tracked, and controlled
- Support the development of technical documentation (including, but not limited to designs, testing, calculations, reports, standards, etc.)
- Support design reviews and drawing updates from initial design through final as-built drawings
- Collaborate with engineers and technicians to review and finalize designs
- Handle flexible workload which may come from management or other operations
- Promote personal and company image throughout the community

**Requirements:**

- Associate's degree in Drafting/Design or related field
- Proficiency in CAD software (Inventor, AutoCAD)
- Familiar with Microsoft Office products
- Travel domestically up to 5% (2-3 weeks)