



## DRAFTING & DESIGN TECHNICIAN

### **SUMMARY**

Preparation of mechanical drawings and diagrams requiring a high degree of proficiency, drafting skills and knowledge of mechanical and industrial design, tooling and fixtures while working with mechanical and manufacturing engineers, machinist and plant operations personnel.

### **ESSENTIAL FUNCTIONS**

Including the following (other duties may be documented and assigned by management and some duties may not apply dependent upon the requirements of the position at each specific Tarter site and/or the strengths of the employee and the needs of the company):

1. Under engineering supervision, performs intermediate to complex mechanical design calculations in the preparation of details, sketches, drawings and drawing corrections.
2. Makes layout and drawings of product and machinery.
3. Maintain the plant layout and changes as they are approved.
4. Makes changes in drawings when required and corrects drawings from marked prints.
5. Checks calculations and designs of co-workers.
6. Assist the R&D Technicians with tooling and fixture designs.
7. Maintains the drawing folders and files.
8. Addresses "walk in requests" for drawings and changes from operations.
9. Act as back up to Engineering Clerk setting up BOMs and processing Engineering Change Notices (ECN).
10. Work with Health and Safety to design process safeguards and improve team member safety.
11. Other duties as assigned.

### **QUALIFICATIONS**

Knowledge, skills & abilities: Must be able to perform each essential duty satisfactorily. Effective interpersonal, organizational, verbal and written communication skills required. This position performs job duties in an ethical and professional manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **KNOWLEDGE AND SKILL REQUIREMENTS**

1. 2-year technical degree or certificate of completion from an accredited designer/drafter course with at least 2 - 4 years' experience with mechanical drawing.
2. Must demonstrate initiative and good technical judgment.
3. Must be a self-starter and able to execute job tasks with limited supervision.
4. Computer skills proficiency (MS -Word, Excel, Power Point, Project etc.)
5. Proficiency in AutoCAD or Pro-E
6. Must be detailed oriented.

### **WORKING CONDITIONS**

Working conditions are normal for a manufacturing environment. Work involves frequent lifting of materials and product up to 30 pounds. Machinery operation requires the use of safety equipment to include but not limited to; safety eye glasses, hearing protectors, work boots, and hardhats. Loose fitting clothes and jewelry are not permitted.

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