



Job Title:	Lead Draftsperson	FLSA Category:	Non-Exempt
Department:	Drafting/Engineering	Position Type:	Full Time
Location:	1100 Holland Road Suffolk, VA 23434	Supervisor:	Senior Draftsperson

Job Description

Prepare and review rough sketches and review them along with the engineering team. Communicate with engineering department to create detailed designs within CAD programs to generate drawings, assembly instructions, and schematics. Maintain existing Bill of Materials (BOM) for use with engineering, production, forecasting, and procurement teams. Ability to edit and create publishable catalog pages. The work requires attention to detail and complete follow through in documentation and information management. Assignments may require lower level 3D modeling and editing.

Essential Duties and Responsibilities

- Create drawings for new part and assembly designs within Creo Parametric
- Follow protocol for internal documentation and file management
- Perform part and design model revisions directed from engineering
- Provide production teams large scale prints- as required
- Engineering drawing and schematic comprehension.
- Ensure final designs comply with regulations and quality standards
- Prepare site layouts for industrial equipment and internal facilities
- Manage new and existing data generated by engineering department
- Revise and refine current production equipment BOM structures.
- Create engineering change notices (ECN) for components and subassemblies per engineering team

Qualifications and Education Requirements

- Applicable technical degree or program in Drafting and/or CAD design or a combination of 3+ years experience.
- 3+ years experience using Creo Parametric or a similar modeling program.
- Proficiency using ERP and MRP based system(s)
- Experience with ANSI, ISO, ASTM, and/or ASME technical standards
- AutoCAD
- Microsoft Office with a proficiency in Excel and Word
- Prior knowledge of assembly and fabrication

Equipment Used

- Personal computer and a variety of office software applications including word processing, email, and file management.
- Standard office equipment such as printers, copy machines, fax machines, and multi-line desk phone.

Physical Requirements

- Sedentary work that primarily involves sitting/standing.
- Repetitive use of arms, hands and fingers.
- Ability to concentrate for extended periods of time paying close attention to detail.
- Close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Last Updated By: Malorie Howell

Date:

6/11/2020