Drafter

Entry-Level Drafter
Education: Technical drafting/design education preferred
Experience: Prior drafting, CAD, manufacturing, or related experience preferred

Position Summary

The Drafter is responsible for preparing and maintaining routine production drawings, documentation, bills of materials, manuals, work instructions, labels, and other manufacturing information. The position primarily supports established company products and processes while developing the technical skills necessary to take on increasingly complex drafting responsibilities.

This position works closely with Engineering, Manufacturing, Production, and other departments to ensure accurate and current documentation is available for production.

Functions

- Create and revise 2D drawings using AutoCAD and/or SolidWorks.
- Modify existing 3D models and drawings using established company designs and standards.
- Prepare routine production drawings and production-order documentation.
- Enter and maintain bills of materials and other product information within company systems.
- Navigate, access, and modify PDM-managed files through Windows File Explorer.
- Maintain drawing, document, and revision records.
- Prepare product manuals, work instructions, labels, and supporting production documentation.
- Update existing documentation to reflect approved product or process changes.
- Support Manufacturing with routine drawing and documentation needs.
- Maintain established standard drawings and product configurations.
- Occasionally create and nest cutting programs for plasma machines.
- Coordinate with the Mechanical Designer / Drafter or Engineering when a project requires design decisions outside established standards.

- Develop the skills necessary to assume additional approval-drawing and production-order responsibilities.

Primary Duties

- Create laser-engraved serial tags for cranes and trench boxes.
- Prepare miscellaneous production orders for shop projects.
- Perform BOM and data entry for BME and other company products as assigned.
- Produce owner's manuals for the Trench Box Division.
- Revise existing owner's manuals for company products.
- Assist in developing owner's manuals for new products.
- Revise existing work instructions for shop work cells.
- Develop new work instructions in coordination with Manufacturing and Engineering.
- Maintain the current shop-layout drawing and update it as equipment or work-cell locations change.
- Process aluminum trench box orders.
- Prepare drawings and documentation for standard aluminum box configurations.
- Create and maintain routine product documentation, labels, and drawing packages.
- Make approved revisions to existing production drawings.
- Assist with drawing and document organization and record keeping.
- Access, check out, modify, and manage PDM-controlled files as required.
- Create and nest plasma cutting programs as assigned.
- Prepare K-Trac approval drawings as training and experience allow.
- Assume additional standard-product production orders as competency increases.

Competencies

- Basic knowledge of mechanical drafting principles.
- Working knowledge of AutoCAD and/or SolidWorks.
- Ability to read and interpret mechanical drawings.
- Basic understanding of dimensions, tolerances, and drawing conventions.

- Basic understanding of manufacturing and fabrication processes.
- Basic knowledge of structural steel, plate, tubing, and common mechanical materials.
- Basic knowledge of fasteners and common mechanical hardware.
- Ability to accurately enter and maintain bills of materials and product data.
- Familiarity with Microsoft Office and document-development software.
- Ability to navigate and work with PDM-managed files through Windows File Explorer.
- Ability to learn and follow PDM file-management, revision, check-in, and check-out procedures.
- Basic understanding of CNC cutting concepts, including part nesting and material utilization.
- Ability to learn plasma cutting and nesting software.
- Ability to learn PDM and ERP systems.
- Strong attention to detail and accuracy.
- Strong organizational and record-keeping skills.
- Ability to follow established drawing standards, procedures, and work instructions.
- Ability to communicate effectively with Engineering and Manufacturing personnel.
- Ability to manage multiple routine assignments and priorities.
- Ability to recognize discrepancies and seek clarification before releasing incorrect documentation.
- Willingness and ability to learn company products, manufacturing processes, and drafting standards.