



Drafter

DIVISION:	JOB CODE:	3002
LOCATION:	JOB FUNCTION:	Engineering
DEPARTMENT:	FLSA STATUS:	Nonexempt
REPORTS TO:	EFFECTIVE DATE:	03/17/2025

JOB SUMMARY

Work collaboratively with Operations Management and production staff to create detailed and accurate working plans and mechanical drawings from drafts, notes, or detailed sketches. Utilize computer assisted drafting (CAD) equipment and various software for final submission(s) that meet key objectives and customer needs.

QUALIFICATIONS

Education/Experience

Associate of Applied Science (AAS) or Associate of Science (AS) in Drafting or equivalent combination of education and experience.

Knowledge/Skills/Abilities

Technical Skills. Ability to learn about and apply technical products to various industrial manufacturing processes. Basic knowledge of and ability to use calipers, depth micrometers, OD micrometers.

Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Performs arithmetic computations using standard formulas.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards, values, personal integrity, and honesty. Ability to apply a large measure of common sense to a variety of situations.

Communications Skills. Ability to read and comprehend basic instructions, short notes, and memos. Ability to write basic notes and memos. Ability to read and interpret information such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to discuss job related information in one-on-one and small group situations to other team members of the organization.

Computer/Application Skills. Proficiency using Microsoft Office including Outlook, Word, Excel and PowerPoint. Ability to learn and utilize Adobe, SolidWorks, AutoCAD, 3D Modeling, and all Web based systems for design completion.

Core Business Skills. Ability to exercise sound judgement and discretion in the handling of proprietary and confidential information. Ability to work independently, without significant direction, and to use resources effectively to "figure it out." Strong critical thinking skills, judgement and keen attention to detail and accuracy. Exceptional prioritization, time management, and organization skills. Ability to work under pressure and excel in a fast-paced, self-directed entrepreneurial environment.

Professional Investment. Demonstrated commitment to own personal professional development and learning.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Analyze mechanical specifications/requirements and utilize Computer Assisted Drafting (CAD) system or equivalent to design accurate 2D and 3D final sketches for proposed mechanical drawings of parts, assemblies, and products including various views, sectional profiles, irregular or reverse views, hidden lines and small increase details. Specific tasks include but are not limited to:
 - a) Verifying dimensions of parts, materials to be used, and relation of parts to one another.
 - b) Utilizing knowledge of various CNC machines, engineering practices, building materials, and other physical sciences to complete mechanical drawings and makes necessary revisions or recommendations.
2. Responsible for measuring parts from production, sales engineers, or vendors to complete drawings.
3. Review and verify designs and drawings to ensure compliance with client and project specifications, design codes, completeness, safety, and quality.
4. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous, and respectful at all times.
5. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
6. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both within your department and across the organization.
7. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
8. Actively support compliance with all relevant ISO management system standards by establishing controls to ensure environmental requirements are addressed in the design and development process for the product or service, considering each life cycle state and the hierarchy of controls. Ensure outsourced processes' and providers' environmental aspects are controlled or influenced.
9. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
10. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
11. Perform other tasks as assigned.



PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

While performing the duties of this Job, the team member is regularly required to sit. The team member must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and depth perception.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in an office environment, with occasional work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles. Periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, required.

Team Member's Signature

Date