

MMI JOB DESCRIPTION

For

DRAFTER

Reports To:

Drafting Supervisor (Primary)
Product Engineering Manager (Secondary)

Works With:

All Departments

General Employee Requirements: *

The incumbent is expected to meet quality work standards, and work in conformity with all company policies, guiding principles, standard procedures and work within the scope of the law.

Must utilize effective interpersonal communication and teamwork approach and demonstrate positive customer relations skills. Must have the ability to work effectively with others and to follow directions of manager.

Must be fully familiar with and have the ability to comply with all safety requirements of respective position such as knowledge of safety rules and policy and evacuation procedure.

* More detailed information regarding General Employee Requirements can be found in: Employee Handbook, Standard Procedures, and in the Safety Manual.

Primary Responsibilities:

- Prepare detail and assembly drawings from design sketches or CAD models.
- All drawings must conform to Engineering drawing standards.
- Electronic filing procedures for drawings must be followed to ensure the integrity of the filing system.
- All projects must be completed in the time frame specified by the Drafting Supervisor to support the work schedule of the Engineering Department.
- Meet with Drafting Supervisor weekly to discuss project status and goals.
- Work directly with Product Engineers as instructed by the Drafting Supervisor.
- Work with co-workers and other departments in a friendly and positive manner. Strive to build the Engineering Department as a team oriented group.
- Prepare for and participate in all departmental meetings.
- Perform all other duties as assigned.

General Job Requirements:

- Effective communication skills required.
- High school diploma required. One to two years of college or trade school in mechanical drawing and related areas preferred.
- Minimum of 1 year on the job mechanical drafting experience with AutoCAD required. Knowledge of Mechanical Desktop preferred.
- Working knowledge of Microsoft Office preferred.
- Must be able to pass MMI Drafter proficiency test.
- Effective skills are essential in reading diagrams, drawings, and sketches.
- Operational knowledge of machines, mechanisms, hydraulic, and control systems preferred.
- Ability to work flexible hours and over-time on an as-needed basis, involving extra hours during the week, Saturdays, and occasionally Sundays and Holidays.

Physical Job Requirements:

- Must be able to routinely work sitting at a desk 80% of normal work day. Balance of workday may require bending, squatting, lifting a maximum of 30 pounds and traveling between departments.
- Corrected levels of vision and hearing are essential, due to exacting precision required by duties.
- Mobility required between multi-building complex covering several acres.

Work Environment Job Requirements:

Normal workday would include working 80% of time in a climate-controlled building. Remainder of workday may include working in plant buildings that are not climate controlled. Plant environment may be warmer than the outside temperature during the summer, and may involve some exposure to the cold in the winter due to the opening of overhead doors. The natural elements, such as pollen, high or low humidity, and dust are present.

General:

This job description is not exhaustive and cannot anticipate all possible duties and requirements. Duties and requirements are also subject to change just as the products developed by this company are subject to change. Flexibility on the part of the employee as well as the company is therefore of utmost importance.