

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION

POSITION TITLE: Design Drafter

JOB CODE : 051215

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

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**SUMMARY STATEMENT**

The incumbent designs clear, complete drawings for working plans from schematics or other criteria as requested by design engineers.

**DIMENSIONS**

The incumbent reports to the Drafting Supervisor and has no supervisory responsibility.

**NATURE AND SCOPE**

1. Prepares clear, complete work plans, detail drawings, and sectional views applying drafting techniques and knowledge in developing layouts; assures that drawings are in accordance with accepted drafting standards;
2. Collaborates with engineers on the design of more technical assignments; designs drawings for the purpose of work clarifications; often works independently;
3. Utilizes engineering notes, sketches, and dimensions to design and adjust drawings according to engineers' requests;
4. Prepares preliminary and final artwork; prepares various diagrams, drafts, and other detailed graphic presentations as required; completes as-built drawings of completed structures;
5. May design minor features on assigned projects which are reviewed by design originators to verify consistency with prior engineering specifications;
6. Makes any adjustments or changes to layouts that are necessary or desired;
7. Knowledgeable in a variety of technical data; knows where to consult catalogs and make field investigations to develop data for preparation of drawings;
8. Provides numbering system for in-house drawings, maintains logs, and retrieves files as requested;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as assigned.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking in office areas or while performing field work in shop or outdoor work areas;
2. Frequent-to-constant sitting on stool at drafting table while preparing drawings;
3. Occasional lift/carry papers, tools, or supplies up to ten pounds;

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4. Occasional push/pull in opening doors/drawers requiring force up to five to ten pounds;
5. Occasional climbing stairs/ladders up to ten feet high while out in field;
6. Occasional bending/twisting at waist/knees to reach lower areas;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while drawing and using drafting tools. Frequent-to-constant use of fine motor skills;
8. Constant use of sight abilities in preparing work; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Frequent use of speech/hearing abilities in communicating with engineers, supervisors, and coworkers to determine work specifications.

### **Mental**

1. Constant mental alertness, attention to detail, and high degree of accuracy required in creating detailed drawings and diagrams to exacting specifications;
2. Must be able to work independently, prioritize work load, and follow through on all projects;
3. Must possess creativity, independent judgement, and spatial reasoning ability;
4. Must possess excellent mathematical skills including geometry in order to make necessary calculations and understand engineering specifications;
5. Must be able to read/write/speak English and communicate clearly and effectively with engineers and supervisors in order to determine and clarify work requirements;
6. Must be able to learn and understand technical engineering, drafting, and building terminology and principles.

### **WORKING CONDITIONS AND EQUIPMENT USED**

Work is mostly performed in office environment. May occasionally travel to shop areas or construction sites with exposure to weather conditions.

**Tools & Equipment Used:** Personal computer, mainframe computer, drafting table, drafting tools and supplies, general office equipment; motor vehicle, eye and hearing protection, safety shoes, and hard hat when in the field.

### **REQUIRED TRAINING AND WORK EXPERIENCE**

High school diploma or equivalent with coursework in general drafting required. Five years of drafting experience with emphasis on design drawing in a specialized engineering field providing thorough knowledge of drafting principles and standards.

### **OTHER SPECIAL QUALIFICATIONS**

Proficiency in AutoCAD, AutoSOLID, and computer drawing experience required. Driver's license required.