

Patterson Pump Co

Drafter

Department: Engineering

FLSA Status: Non-Exempt

Grade/Level: 5

Job Type: Regular

Work Schedule:

Monday - Friday 8 a.m. - 4:30 p.m. Additional hours as needed.

Job Status: Full Time

Reports To: Engineering/Drafting Manager

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Prepare detailed working drawings of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Develop detailed CAD (computer-assisted drafting models) design drawings and specifications for fabricated and machined components, using CAD equipment.
- Lay out and draw schematic, orthographic, or angle views to depict functional relationships of components, assemblies, and systems using solid modeling program.
- Coordinate with and consult other workers to design, lay out, or detail components and systems and to resolve design or other problems.
- Check dimensions of materials to be used and assign numbers to the materials. Create BOM (Bill of Materials).
- Review and analyze specifications, sketches, drawings, ideas, and related data to assess factors affecting component designs and the procedures and instructions to be followed.
- Modify and revise designs to correct operating deficiencies or to reduce production problems.
- Position instructions and comments onto drawings.
- Lay out, draw, and reproduce illustrations for reference manuals and technical publications to describe operation and maintenance of pump products.
- Provide mylar or cardboard templates as necessary to the quality team, production floor, and vendors.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment

as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.

- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, etc.).

POSITION QUALIFICATIONS

Competency Statement(s)

- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Innovative - Ability to look beyond the standard solutions.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Deductive Reasoning - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Accuracy - Ability to perform work accurately and thoroughly.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Project Management - Ability to organize and direct a project to completion.
- Reliability - The trait of being dependable and trustworthy.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required
Associate Degree (two year college or technical school) Required, Field of Study:
Drafting diploma

Experience: None

Computer Skills: CAD (2D & 3D modeling), Windows, Excel, Word, Outlook, Syteline

**Certifications &
Licenses:**

Other Requirements: Perform all other duties as required by supervision.
Overtime as required.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O
Walk	O
Sit	F
Manually Manipulate	F
Reach Outward	F
Reach Above Shoulder	O
Climb	O
Crawl	N
Squat or Kneel	O
Bend	O
Grasp	F
Speak	O

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	O
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	O
13-25 lbs	N
26-40 lbs	O
41-100 lbs	N

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Normal
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Eye and hearing protection. Any other as required by standard.

WORK ENVIRONMENT

Office environment, some time on shop floor.

Prepared By:	_____	Date:	_____
Approval:	_____	Date:	_____
Approval:	_____	Date:	_____
Approval:	_____	Date:	_____
Employee Signature:	_____	Date:	_____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.