|  |
| --- |
| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | ELECTRONIC DRAFTER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of an electronic drafter consists of drawing wiring diagrams, circuit board assembly diagrams, schematics, and layout drawings used for manufacture, installation, and repair of electronic equipment. |
| QUALIFICATIONS & REQUIREMENTS: | * A college degree or equivalent;
* Ability to give full attention to what other people are saying, and to identify complex problems and review related information to develop and evaluate options and implement solutions;
* Ability to use logic and reason to identify the strengths and weaknesses of alternative solution.
 |
| COMPETENCIES: | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
* Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
 |
| TASKS: | * Compare logic element configuration on display screen with engineering schematics and calculate figures to convert, redesign, and modify element;
* Consult with engineers to discuss and interpret design concepts, and determine requirements of detailed working drawings;
* Draft detail and assembly drawings of design components, circuitry and printed circuit boards, using computer-assisted equipment or standard drafting techniques and devices;
* Examine electronic schematics and supporting documents to develop, compute, and verify specifications for drafting data, such as configuration of parts, dimensions, and tolerances;
* Generate computer tapes of final layout design to produce layered photo masks and photo plotting design onto film;
* Locate files relating to specified design projects in the database library, load programmes into computers, and record completed job data;
* Review blueprints to determine customer requirements and consult with assembler regarding schematics, wiring procedures, and conductor paths;
* Review work orders and procedural manuals and confer with vendors and design staff to resolve problems and modify design;
* Supervise and coordinate work activities of workers engaged in drafting, designing layouts, assembling, and testing printed circuit boards;
* Train students to use drafting machines and to prepare schematic diagrams, block diagrams, control drawings, logic diagrams, integrated circuit drawings, and interconnection diagrams.
 |
| LINES OF COMMUNICATION: | Specify |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
|  |  |  |
|  |  |  |
| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |