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| **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. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |