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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | MECHANICAL DRAFTER | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of a mechanical drafter entails preparing detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information. | | | | |
| 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 solutions. | | | | |
| COMPETENCIES: | | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Analytical Thinking — Job requires analysing information and using logic to address work-related issues and problems. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Integrity — Job requires being honest and ethical. | | | | |
| TASKS: | | * Check dimensions of materials to be used and assign numbers to the materials; * Compute mathematical formulas to develop and design detailed specifications for components or machinery using computer-assisted equipment; * Coordinate with and consult other workers to design, layout, or detail components and systems and to resolve design or other problems; * Design scale or full-size blueprints of speciality items such as furniture and automobile body or chassis components; * Develop detailed design drawings and specifications for mechanical equipment, dies, tools, and controls, using computer-assisted drafting (CAD) equipment; * Layout and draw schematic, orthographic, or angle views to depict functional relationships of components, assemblies, systems, and machines; * Layout, draw, and reproduce illustrations for reference manuals and technical publications to describe operation and maintenance of mechanical systems; * Modify and revise designs to correct operating deficiencies or to reduce production problems; * Position instructions and comments onto drawings; * Review and analyse specifications, sketches, drawings, ideas, and related data to assess factors affecting component designs and the procedures and instructions to be followed. | | | | |
| 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: |  | | |  | |  |