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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.
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| 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.
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| 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.
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| 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: |  |  |  |