

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Drafter

JOB CODE : 050615

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent prepares a variety of drawings and other illustrations in accordance with approved specifications.

DIMENSIONS

The incumbent reports to the Drafting Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Prepares standard drawings, charts, schedules, diagrams, and sketches on assigned work that ranges from simple to somewhat complex in accordance with data and specifications submitted by supervisors; most work is performed on microcomputer;
2. Consolidates details from a variety of sketches, prints, and general design drawings for the purpose of work clarifications; coordinates with Design Engineers as required;
3. Makes necessary calculations following established standards and instructions;
4. Makes tracings or reproductions of finished drawings;
5. Exercises manual skill in manipulation of standard drafting tools;
6. Makes any adjustments or changes to layouts that are necessary or desired;
7. Does special lettering or ornamental work;
8. Makes field investigations to develop data for preparation of drawings;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related duties as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking in office areas or while performing field work in shop or outdoor work areas while taking measurements;
2. Frequent-to-constant sitting on stool at drafting table or at computer while preparing drawings;
3. Occasional lift/carry papers, tools, supplies up to ten pounds;
4. Occasional push/pull, opening doors/drawers requiring force up to five to ten pounds;

Drafter

5. Occasional bending/twisting at waist/knees to reach lower areas;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating computer or occasionally drawing and using drafting tools; occasional use of fine motor skills;
7. Constant use of sight abilities in preparing work; visual requirements include color vision and visual acuity in near and mid range vision;
8. Frequent use of speech/hearing abilities in communicating with supervisors or coworkers to determine work specifications.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in creating detailed drawing and diagrams to exacting specifications;
2. Must be able to work independently with moderate guidance on assigned work, prioritize work load, and follow through on all projects;
3. Must possess creativity, independent judgement, and spatial reasoning ability;
4. Must possess basic mathematical skills in order to make necessary calculations;
5. Must be able to read/write/speak English and communicate with coworkers and supervisors in order to determine and clarify work requirements.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in office environment. May occasionally travel to shop areas or outdoor sites with exposure to weather conditions.

Tools & Equipment Used: Personal computer, printer, calculator, general office equipment, drafting tools and equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with course work in general drafting required. Two years of drafting experience with thorough knowledge of drafting principles.

OTHER SPECIAL QUALIFICATIONS

Computer experience required, preferably with knowledge of AutoCAD, AutoSOLID.