



DESIGN DRAFTSMAN JOB DESCRIPTION

Responsibilities

- Create or modify 3D solid models of fabricated and purchased parts and assemblies (SolidWorks)
- Create or modify 2D detail drawings of fabricated and purchased parts and assemblies (SolidWorks & ExpertCAD)
- Create and modify Visual Work Instructions including Lean Process Change Requests (SolidWorks, CorelDraw, Excel)
- Create or modify agency certification illustrations
- Create or modify parts in corporate systems (MAX)
- Create or modify bills of material (Excel, MAX)
- Create or modify installation instruction drawings
- Create or modify sales literature drawings and charts
- Create or modify critical part label
- Maintain on-line label database, UPC database, product description log, part number log, and other documentation as directed
- Develop, investigate, evaluate, and verify new and alteration design concepts
- Prepare and process Engineering Change Orders for new product introduction, product modification, or obsolete product
- Evaluate physical prototype for proper fit-up and assembly
- Develop and document processes and procedures as directed
- Support Manufacturing, Quality Assurance, Purchasing, and Sales/Marketing as needed
- Collect and display key process indicators as directed
- Maintain clean and organized work area
- Develop and document processes and procedures as directed
- Participate in 5S audit of drafting area
- Assist in model shop and engineering lab areas as needed
- Timely performance

Please send resume to our Human Resources Manager at jobs@empirecomfort.com
Place "Design Draftsman" in the Subject of your e-mail