

Designer/Drafter

ElectroCraft – Gallipolis, OH

Interested Applicants apply by emailing their resume and references to Josh Smith at jsmith@electrocraft.com

Company Profile

ElectroCraft, Inc. specializes in dependable, application-engineered specialty fractional-horsepower motor and motion products. The ElectroCraft Powering Innovation custom manufacturing services cover the following products: AC motors, DC motors, brushless motors, gearboxes, servo motors, AC gear motors, DC gear motors, brushless gear motors, stepping motors, linear actuators, integrated motor drives, motor generators, motor speed controls, servo drives, stepping drives, electric circuits for the control and regulation of electric motors, electric controls for electric motors, amplifiers for electric motors, position controls for electric motors, stepping controls for electric motors and electric motor speed sensors. Utilizing our lean business process and worldwide resources, we are able to meet the needs of customers consistently, effectively, and efficiently. Our products are found in thousands of different applications including industrial, consumer product, military, automotive, and aeronautical. Some are stock. Some are configured and some are fully custom. Yet they all have one thing in common. They all live up to the same demanding levels of quality ElectroCraft has built its reputation around. *Our company offers highly competitive pay and benefits packages including multiple health options, dental, vision, short term disability, long term disability, H.S.A., F.S.A., life insurance, 401k with a match, vacation, and 12 holidays.*

ELECTROCRAFT POSITION DESCRIPTION

JOB TITLE: Designer
DATE: 12/20/17
POSITION REPORTS TO: Industrialization Supervisor / Engineering Manager
LOCATION: Gallipolis, OH

SUMMARY/SCOPE OF POSITION:

Under close supervision, prepare layout drawings or assemblies' data and specifications submitted by supervisor or engineers in support of product application engineering. Operate computer aided drafting equipment to perform applicable layout work. Calculate dimensions and allowances. Compile BOM's and specification sheets. Revise drawings as necessary and initiate engineering change orders and/or revise drawings for development and release of prototypes including expediting prototype builds and shipments.

Maintain a documentation requirement expertise to assure that product documents released meet global standards.

ESSENTIAL FUNCTIONS:

Functional

Purpose: Implement consistent and efficient documentation processes.

Responsibility:

- Coordinate the preparation and distribution of ECN documents and/or coordinate the preparation and distribution of prototype documentation packages.
- Provide drafting support as required for the product drawings associated with the above releases.
- Prepare and maintain production drawings, and related documents, associated with product identification labels and instruction sheet materials.
- Works when expected and contributes best efforts towards the timely completion of work assignments.
- Design new components, assemblies, tooling, and gauging that are complex in nature.

Leadership

- **Accountable for Results:** Realizing a sense of urgency around business imperatives and convincing others of that urgency. Setting aggressive, well-defined goals to meet business challenges and ensuring performance against those goals. Overcoming obstacles to drive initiatives and actions to closure.
- **Development Focus:** Knowing the company's current and future competency requirements. Demonstrating a commitment to employee development, beginning with self, as a means of ensuring the company's ongoing capacity to achieve business goals.

Interpersonal

Purpose: Work efficiently within a development team environment.

Responsibility:

- Participate in the Engineering ECN team meetings to assure continuity of the release process and the accuracy of released documentation and/or participate in the Engineering team meetings to assure accuracy and expedited delivery of prototype orders.
- Participate in the Engineering team meetings to assure continuity of the release process and the accuracy of released documentation.
- Assist engineers with the preparation and distribution of documents required for prototype drawing releases.
- Work positively with team members in order to continuously improve the business.

Competencies: Welcome and acknowledge the ideas and inputs of others. Look for ways to collaborate and build teamwork with others.

Business

Purpose: Understand how individual actions contribute to the success of the business.

Responsibility:

- Enhance computer skills in an effort to maintain a state of the art expertise for essential functions.
- Maintain an awareness of new product development release dates and release documentation in a timely fashion in an effort to meet those dates.

Competencies: Cooperate with others to achieve common business goals. Respond to the needs of individual internal and external customers. Ensure that all activities add value to the customer of partner.

Ensures thorough familiarity with company policies and procedures. Appropriately applies policies and procedures in compliance with government laws. Policies and procedures include, but not limited to: ISO 9000 & 14000, government regulations (e.g. health, safety, quality and environmental), and functional policies.

For those with supervisory responsibilities: Trains and motivates subordinates in the importance of full compliance with the letter and spirit of such policies and procedures.

EDUCATION REQUIREMENTS:

Bachelor's degree is required. Equivalent experience will be considered.

EXPERIENCE REQUIREMENTS:

- The position requires 2 to 4 years of related experience. Must have a mechanical drafting aptitude and/or have attended drafting related classes. Experience with CAD type drafting tools (AutoCad and Inventor) is essential with solid modeling experience being preferred. Familiarity with the documentation required for the release of products for production within our environment is a plus. Effective verbal and written communication skills as well as proficiency in Microsoft applications are also required.

PHYSICAL REQUIREMENTS:

Keyboarding and computer usage for extended periods of time.

The above statements are intended to describe the general nature and level of work being performed by people assigned to the job. They are not intended to be an all-encompassing list of all responsibilities, duties and skills required of personnel so classified. Reasonable accommodations to essential functions of the job will be made if necessary.