

GARRETT ELECTRONICS, INC. dba GARRETT METAL DETECTORS
POSITION DESCRIPTION

DEPT NO. 300	DEPARTMENT: ENGINEERING	POSITION TITLE: Engineering Draftsman FLSA CLASS: NON-EXEMPT
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POSITION SUMMARY:

Supports the engineering drafting and documentation staff responsible for the design and manufacture of electronic instrumentation products. Assist in preparing simple detail work drawings and assembly drawings under close supervision. Assist the documentation manager with the administrative requirements of drawing management, part specifications, engineering change documents, and other documentation required in an ISO9001 certified environment. Must be able to follow instructions and perform work with a high level of accuracy.

POSITION COMPETENCIES:

Competencies associated with each position are a combination of company-wide and department specific standards. Competencies are evaluated initially during each employee's Introductory Period using the Competency Validation Checklist. Thereafter, competencies are assessed on an on-going basis and formally documented using the Annual Performance Evaluation Form.

• ***COMPANY WIDE CORE COMPETENCIES:***

- Environment of Care
- Leadership Initiative
- Customer Service
- Ethics and Code of Conduct
- Employee Health and Safety
- Human Resources
- Performance Improvement
- Information and Management

• ***DEPARTMENT SPECIFIC COMPETENCIES:***

- Leadership
- Performance Improvement
- Ethics
- Education
- Information Management

ORGANIZATIONAL RANKING:

Reports To: Documentation Manager

JOB FUNCTIONS:

Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties the incumbent will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

POSITION RESPONSIBILITIES:

- Develops simple 2D mechanical drawings from engineering layouts, sketches, and verbal instructions.
- Assists with the development and verification of Bills of Materials.
- Assists with engineering drawing changes under the supervision of the documentation manager.
- Assists with the procedural requirements of engineering changes as required by the ISO 9001 certified documentation management system.
- Assists the documentation manager and engineering staff with clerical and administrative tasks.
- Assists the manufacturing and materials departments with drawing and documentation management requirements when needed.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- Participate in proactive team efforts to achieve departmental and company goals.
- Read, analyze and interpret technical procedures.
- Effectively manage multiple work assignments following verbal and written instructions provided by members of the engineering team.
- Perform all work to departmental standards with a high level of accuracy.

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MEASURES OF EFFECTIVENESS:

- As observed by manager and others.
- Review of documentation for content, technical requirements, completeness, and accuracy.
- Ability to receive diverse inputs, organize and seek validated information as needed to prepare documentation to company and industry standards.
- Service is delivered in a safe, competent, and efficient manner as determined by outcomes, quality monitors, and other internal and external processes.
- Conduct and interpersonal relationships contribute positively to the delivery of quality product and services, and to orderly operation of the department and the facility.
- Skills are maintained and enhanced through participation in planning activities, and attendance at in-service and continuing education programs.

POSITION REQUIREMENTS/QUALIFICATIONS:

Education:	Advanced high school or technical school courses in drafting and geometric dimension or equivalent work related training.
Licensure/certification/registration:	
Experience:	Work/trained in drafting, dimensioning and documentation
Special Skills & Qualifications:	Intermediate Computer Skills, Proficiency in Auto CAD and other related Software Tools, proficiency in Microsoft Word and Excel.

MENTAL AND EMOTIONAL REQUIREMENTS:

Have the ability to work independently and in a team environment. Respond to questions from groups of managers. Interpret a variety of technical instructions in mathematical or diagram form. Without interruption, must be able to focus on a specific task and to perform computer work for long periods of time. The requirements to be successful in this position are; attention to details and accuracy.

ENVIRONMENTAL CONDITIONS:

Work in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation and a quiet work area.

PHYSICAL DEMANDS:

Demands of physical activity are sedentary to perform non-strenuous daily activities of a technical nature and to work from a sitting or standing position. Have manual dexterity sufficient to reach/handle items, work with fingers and perceives objects and materials; one must be able to stand over 33%, walk over 33%, sit over 75%, usage of hands over 70%, reach with hand/arms over 30%, and have the ability to carry or lift up to 50 pounds daily. Vision requirements are at close ranges for long periods of time of at least 20 inches or less. Travel requirements are (up to 5%) by land and/or air.

CONTACTS / INTERACTS WITH:

Employees, Visitors, Management Staff, Production Staff

POSITION DESCRIPTION REVIEW/REVISION DATE:

Date: 3 February 2010

I have reviewed these job requirements and attest that I can perform all essential functions of this position with or without reasonable accommodation.

Employee Signature: _____

Date: _____