



Job title	<i>Draftsperson</i>
Reports to	<i>Engineering Manager</i>

Summary

This position is responsible for providing “World Class” Machine plant/process layout support to Hasko customers both external and internal. Mechanical design and support to the engineering department/sales is approximately 95% of this position, Customer support is approximately 5% of this position. Travel to customer sites who require plant layout assistance is a component of the job.

Professional Qualities

Leadership

- ☐ Challenges others to develop as leaders while serving as a role model.
- ☐ Inspires coworkers to attain goals and pursue excellence.
- ☐ Identifies opportunities for improvement and makes constructive suggestions for change.
- ☐ Remains on the forefront of emerging industry practices.

Teamwork

- ☐ Facilitates effective team interaction.
- ☐ Acknowledges and appreciates each team member's contributions.
- ☐ Keeps track of lessons learned and shares those lessons with team members.

Development

- ☐ Seeks and participates in personal development opportunities above and beyond training required.

Customer Management

- ☐ Manages customer interaction and expectations regarding development efforts.
- ☐ Develops lasting relationships with customer personnel that foster customer ties.
- ☐ Communicates effectively with customers to identify needs and evaluate alternative technical solutions.
- ☐ Continually seeks opportunities to increase customer satisfaction and deepen customer relationships.
- ☐ Builds a knowledge base of each customer's business, systems and objectives.

Communication

- ☐ Attends regular status meetings with development team.
- ☐ Stays well informed of changes within the organization and general corporate news.
- ☐ Delivers engaging, informative, well-organized presentations.

- ☐ Resolves and/or escalates issues in a timely fashion.
- ☐ Understands how to communicate difficult/sensitive information tactfully.

Internal Operations

- ☐ Suggests areas for improvement in internal processes along with possible solutions.
- ☐ Leads internal teams/task forces.
- ☐ Reviews the status reports of team members and addresses issues as appropriate.
- ☐ Complies with and helps to enforce standard policies and procedures.

Project Related Competencies

Technical Development and Delivery Management

- ☐ Consistently delivers high-quality services to our customers.
- ☐ Provides technical direction for the development, design, and systems integration for customer engagement from definition phase through implementation.
- ☐ Applies significant knowledge of industry trends and developments to improve service to our customers.
- ☐ Easily recognizes system deficiencies and implements effective solutions.

Duties and responsibilities

- ☐ Understand material flow and processes in the wood flooring industry.
- ☐ Measure, layout and draw schematic, orthographic, or angle views to depict functional relationships of components, assemblies, systems, and machines.
- ☐ Develop detailed design drawings and specifications for mechanical equipment, tools, and controls, using computer-assisted drafting (CAD) equipment.
- ☐ Produce three-dimensional models, using computer-aided design (CAD) software.
- ☐ Modify and revise designs to correct operating deficiencies or to reduce production problems.
- ☐ Review and analyze specifications, sketches, drawings, ideas, and related data to assess factors affecting component designs and the procedures and instructions to be followed.
- ☐ Check dimensions of materials to be used and assign numbers to the materials.
- ☐ Design scale or full-size blueprints of specialty items such as components and equipment.
- ☐ 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, lay out, or detail components and systems and to resolve design or other problems.
- ☐ Confer with customer representatives to review schematics and answer questions pertaining to installation of systems.
- ☐ Position instructions and comments onto drawings.
- ☐ Work together as a team with other drafters, technologists, and technicians.
- ☐ Lay out, draw, and reproduce illustrations for reference manuals and technical publications to describe operation and maintenance of mechanical systems.
- ☐ Provides both remote and onsite technical support to Hasko customers and Technicians.
- ☐ Creates drawings of electrical schematics and BOM's for Hasko machinery.
- ☐ Provides training/assistance to field service and production technicians and customers as needed in relation to electrical/electronic/hydraulic/pneumatic and mechanical systems.
- ☐ Provide support and training for personnel using the MRP software in production/engineering.

Qualifications

- ☐ A.S. Degree in Mechanical or Electrical Engineering; or four to six years related experience and/or training; or equivalent combination of education and experience.
- ☐ The Project and Controls Engineer must be proficient in Inventor, AutoCAD or equivalent software.
- ☐ Materials requirements planning logistics and supply chain software — Bill of materials software
- ☐ Office suite software — Microsoft Office
- ☐ Presentation software — Microsoft PowerPoint
- ☐ Project management software — Microsoft Project
- ☐ Spreadsheet software — Microsoft Excel
- ☐ Word processing software — Microsoft Word
- ☐ Must have excellent written and oral communication skills.
- ☐ Must have a solid understanding of mathematics.
- ☐ He/she must have good applications of mechanical and electrical/electronic sciences.
- ☐ Must be able to form and establish sound conclusions while dealing with a variety of both technical and unclear data.
- ☐ Must have excellent project management skills.
- ☐ Prior experience with process/plant layout required.

Working conditions

This position may require overnight travel up to 10% of the time. This position will require periodic work to be completed on weekends. This position will require 40-50 hours per week or as required. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Plant Layout Draftsperson will be exposed to a variety of industrial environments. He/she may be exposed to dust, fumes, hot and cold temperatures, loud noises, moving machinery and moving machinery parts. This position must be available for occasional phone support night and weekends.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to walk, sit, and stand for long periods of time on a variety of surfaces and be able to bend and extend fully. Good vision and hearing is required. This position requires full use of both hands and feet.

Approved by:	
Date approved:	
Reviewed:	2-20-2018