

Job Title:	Draftsman	FLSA Classification:	Non-Exempt
Position Level:		Department:	Engineering
Direct Reports:	No	Location:	Burlington, WA
Reports To:	General Manager	Travel Required:	No
Approved By:	Dustin Welch	Date:	2/8/2022
HR Authorization:	Alicia Jackson	Date:	2/8/2022
Reviewed By:	Dustin Welch – President, James Barnett – General Manager, Alicia Jackson– HR Manager		

Job Summary
The incumbent will achieve goals primarily by an individual or through project teams, with emphasis on technical/discipline knowledge rather than managing people. This job role serves as support for production activities by developing technical solutions for manufacturing, maintenance, repair and overhaul.
Essential Job Functions
<ul style="list-style-type: none"> • Develops repair and manufacturing designs utilizing industry standard design practices and specifications for components made out of a variety of materials. Factors include the identification of materials, size and shape, fastener selection, finishes and key features. Research into alternate methods may be required. • Creates detail, assembly and modification drawings using Solidworks and AutoCAD software packages, in both 2D and 3D. • Develops shop aid documents on a 1-to-1 scale. • Translates electronic documents between formats (i.e. IGIS, DWG, DXF, STP, PDF, ZIP). • Incorporates internally identified red-lines to original drawings. • Creates and maintains facility floor plan and equipment layouts. • Commands comprehensive expertise in own discipline and basic knowledge of related disciplines. • Organizes materials, data and workflow to ensure task requirements and management objectives are achieved. • Reads, interprets and adheres to drawings, blueprints, commercial aviation wire diagrams, manufacturing specifications, work instructions, regulations, manuals, and quality procedures. • Executes departmental work plans in conformance with company policies, procedures, regulations, best practices, and management objectives. • Solves complex problems; takes a new perspective on existing solutions. May lead projects or project steps within a broader project or have accountability for ongoing activities or objectives. • Ensures on-time completion of tasks, reviewing work for quality and completeness. • Takes into consideration and participates in activities which fulfill compliance requirements to the AS9100 Quality Manual, Repair Station & Quality Control Manual, Training Program Manual, Production Approval Manual, as applicable. • May lead projects or steps within a broader project or have accountability for ongoing activities or objectives • Works independently and receives minimal guidance. • Reports performance statistics up the chain of command and recommend strategic changes. • Liaises with customers, suppliers, and third parties as necessary, including monitoring the progress of work.

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- Understands how administrative tasks may overlap with and affect production, On Time Delivery (OTD) and Quality metrics.
- Exemplifies good work practices, behaviors, and leadership traits; operates with integrity, treats others with respect, demonstrates reliability and teamwork, initiative and creativity, problem-solving and decision making.
- Demonstrates clear and effective communication, both verbal and written. Prepares, maintains, and submits accurate paperwork as required, including job reports, timekeeping records, etc.
- Adheres to all applicable environmental, safety and health, and operations procedures and directives. This includes the proper use of personal protective equipment following manufacturer specifications, Safety Data Sheets (SDS), and company guidelines.
- Ensures job site safety promotes safe work practices and rectifies job site hazards; including clean work areas.
- Reads, understands, and interprets the lockout/tag-out indicators in the work area.
- Knows, understands, and adheres to Company organizational policies and procedures; aligns with and represents the Company mission, vision, and core values.
- Performs other related tasks as assigned, some of which may become essential to the position.

Skills and Abilities

Required Skills and Abilities

- Demonstrated abilities in problem-solving, critical thinking, and mathematics.
- Developed organizational skills and a high level of attention to detail.
- Exceptional interpersonal and communication skills.
- Skilled in the use of Microsoft Office programs (i.e. Outlook, Word, Excel).
- Skilled in the use of the tools-of-the-trade.
- Must be able to wear safety equipment, as required.

Knowledge and Experience

Required Knowledge and Experience

- 2-5 Years (L2), 5-8 Years (L3), 8+ Years (L4) of experience in a related job role;
- Or any equivalent combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities as described, including an internship in relevant trade.
- Moderate level skill using Solidworks and AutoCAD.
- Familiarity with and the ability to navigate through ASME Y 14.5 Drafting Standard.
- Knowledge of safety requirements.

Preferred Knowledge and Experience:

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- High School Diploma/GED and technical/associate’s degree.
- Experience working in aerospace with trade terminology and nomenclature.

Physical/Mental Involvement & Environmental Factors

Physical Requirements: While performing the duties of this job, employees are regularly required to sit, walk, stand, bend, crouch, crawl, and twist. Reach, push, and pull with hands and arms. Lift up to 50 pounds. Talk and hear, both in person and by telephone.

Mental Requirements: Employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with staff, the public.

Working Conditions: 100% of work takes place inside an industrial office/warehouse environment. Employees work in close proximity with moving machinery, mechanical parts, and vehicles and may have exposure to prolonged loud noise, which can include sirens, horns, and tooling. Employees may handle hazardous material or have exposure to toxic or caustic chemicals, biological hazards, and airborne fumes. The noise level is usually mild to moderate 75% of the time.

Disclaimer

Job descriptions are not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may be assigned or changed at any time with or without notice. Job descriptions are developed through observation of work, information from the marketplace, and interviews with workers and supervisors currently performing the job.

Job Description Acknowledgement Form

Employee Acknowledgement

I acknowledge that I have reviewed this job description and understand my job duties and responsibilities. I attest that I am able to perform the essential functions outlined herein. I understand that my job may change on a temporary or regular basis according to the needs of my location or department, with or without notice, and without it being specifically included in the job description. I agree if unable to perform a task for any reason; I will immediately notify my direct supervisor and/or the human resources department.

Employee Name:

Date:

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Signature:	
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Job Description Approval Form

You have been selected to provide input on the above job description, either as someone who performs the job function or someone who oversees the job function. Review the job description and select the box below that best describes your feedback. If you are suggesting changes, please list them in the whitespace provided below. Or indicate them on a printed copy of the job description and attach it to this form. Once completed, please print your name, sign, date, and return the form to Human Resources.

- I have reviewed the job description and agree it is correct, with no changes.
- I have reviewed the job description and recommend the changes as indicated on the attached job description.
- I have reviewed the job description and recommend the changes listed below.

Print Name:		Date:	
Signature:			