



# Hayes & Stolz

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## JOB DESCRIPTION AND RESPONSIBILITIES FOR ENGINEERING DRAFTER

### Job Summary

Position reports to Engineering Department Supervisor (close supervision)

Areas of responsibility include general arrangement (approval) drawings, production drawings and details for equipment.

### Job Duties

- Apply drafting principles and practices to the drawing and detailing of equipment to be manufactured using drafting tools or computer-assisted design/drafting equipment and software.
- Provide dimensions of materials to be used and assign numbers to the materials.
- Create bills of materials and requisitions for purchasing materials.
- Compute mathematical formulas to develop and provide detailed specifications for components or machinery using computer-assisted equipment.
- Confer with appropriate representatives to review requirements and answer questions pertaining to the drawing and detailing of the equipment.
- Be familiar with Engineering Changes Orders and ensure they revisions are incorporated into drawings for new jobs.
- Lay-out and draw schematic, orthographic, or angle views to depict functional relationships of components, assemblies, systems, and machines.
- Lay-out, draw, and reproduce illustrations for reference manuals and technical publications to describe operation and maintenance of mechanical systems as requested.
- Position instructions and comments onto drawings.
- Examine engineering documents for completeness or accuracy
- Other activities as directed by supervisor.

**Qualifications**

- Knowledge of the practical application of drafting technology including applying principles, techniques, procedures, and equipment to the drawing and detailing of various goods and services.
- Mechanical Engineering Technology Diploma or 5 years related experience
- Knowledge of arithmetic, algebra, geometry, and their applications.
- Ability to give, receive and understand oral and written instructions in English.

**Objectives**

- Participate in the development of a strong engineering department capable of completing engineering, design and drafting activities with best effort to meet target dates established with minimal mistakes.
- Thoroughly and accurately communicate on drawings all instructions and information required to manufacture the product to customer's expectations.
- Meet and exceed company policies regarding safety, quality and environmental compliance.
- To continue to develop skills and knowledge increasing employee's value to the company.

**Ergonomic / Physical Demands Analysis**

\*Describe frequency of the activity using the following scale:

**N** = Never

**F** = Frequently (2.5-5.5 Hrs/Day)

**O** = Occasionally (0-2.5 Hrs/Day)

**C** = Constantly (5.5+ Hrs/Day)

<b>Activity</b>	<b>Frequency</b>	<b>Activity</b>	<b>Frequency</b>
Standing	<u>  </u> <b>O</b> <u>  </u>	Reaching – Knee to Waist	<u>  </u> <b>O</b> <u>  </u>
Walking	<u>  </u> <b>O</b> <u>  </u>	Reaching – Waist to Chest	<u>  </u> <b>O</b> <u>  </u>
Sitting	<u>  </u> <b>C</b> <u>  </u>	Reaching – Chest to Shoulder	<u>  </u> <b>O</b> <u>  </u>
Stooping	<u>  </u> <b>O</b> <u>  </u>	Reaching – Above Shoulder	<u>  </u> <b>N</b> <u>  </u>
Kneeling	<u>  </u> <b>N</b> <u>  </u>	Controls – Hand-Arm	<u>  </u> <b>C</b> <u>  </u>
Crouching	<u>  </u> <b>O</b> <u>  </u>	Controls – Foot-Leg	<u>  </u> <b>N</b> <u>  </u>
Climbing Stairs	<u>  </u> <b>N</b> <u>  </u>	Grasping – Simple	<u>  </u> <b>O</b> <u>  </u>
Climbing Ladders	<u>  </u> <b>N</b> <u>  </u>	Grasping – Power	<u>  </u> <b>O</b> <u>  </u>
Climbing Scaffolds	<u>  </u> <b>N</b> <u>  </u>	Twisting – Wrist	<u>  </u> <b>O</b> <u>  </u>
Computer work	<u>  </u> <b>C</b> <u>  </u>	Twisting – Upper Trunk	<u>  </u> <b>O</b> <u>  </u>
Reaching – Below Knees	<u>  </u> <b>O</b> <u>  </u>	Twisting – Lower Trunk	<u>  </u> <b>O</b> <u>  </u>
Lifting <10 Lbs.	<u>  </u> <b>O</b> <u>  </u>	Distance: <u>  </u> <b>3</b> <u>  </u> Ft	
Lifting 10-20 Lbs.	<u>  </u> <b>N</b> <u>  </u>	Distance: <u>  </u> <b>  </b> <u>  </u> Ft	
Lifting >20 Lbs.	<u>  </u> <b>N</b> <u>  </u>	Distance: <u>  </u> <b>  </b> <u>  </u> Ft	
Pulling	<u>  </u> <b>O</b> <u>  </u>	Wt. <u>  </u> <b>10</b> <u>  </u> Lbs. Distance: <u>  </u> <b>3</b> <u>  </u> Ft	
Pushing	<u>  </u> <b>O</b> <u>  </u>	Wt. <u>  </u> <b>10</b> <u>  </u> Lbs. Distance: <u>  </u> <b>3</b> <u>  </u> Ft	
Carrying	<u>  </u> <b>O</b> <u>  </u>	Wt. <u>  </u> <b>10</b> <u>  </u> Lbs. Distance: <u>  </u> <b>50</b> <u>  </u> Ft	