

Rush-Co Job Description

Job Title: Design Drafter

Department: Engineering

Reports To: Engineering Manager

Classification: Non - Exempt – Hourly (M-F, 8:00a-5:00p)

About Rush-Co:

Established in 2009 Rush-Co is a diversified, family owned manufacturing company located in Springfield, South Dakota. The success of the company has been driven by its skilled staff to be the leader in manufacturing highly engineered cover systems for membrane covered steel structures, boat lifts, wind energy equipment, agricultural shade, and industrial equipment. With over 50 years of experience, Rush-Co designs custom fabric solutions for consumers. We produce the highest quality, affordable, and trouble-free products for our customers. We are always looking for well-qualified candidates to join us in our ever-growing company.

Summary:

Participate in the creation, storage, and distribution of design layouts, and all technical data in the Engineering Department. Support product development, product improvements, and other departments that use technical data as a resource by performing the following duties.

The Design Drafter position has significant exposure to the responsibilities below. An employee at this level requires little supervision and is expected to know with some proficiency all the responsibilities below and the procedures they encompass. Will have some latitude to work and or manage larger projects as assigned. Other duties may be assigned.

Essential Duties and Responsibilities include the following:

- Use AutoCAD and Inventor software to design and accurately layout drawings, reverse engineer products, produce cut files, and explain complicated procedures.
- Use programs such as Microsoft Word and Excel to produce accurate and complete paperwork prior to submission.
- Develop new product and/or adjust existing product by providing part sketches, creating design drawings, developing quote masters, producing work orders, inspecting parts, resolving problems and communicating as needed.
- Populate all Engineering related fields in part maintenance by assigning part numbers, develop part descriptions, assigning product categories, developing universal product codes, recording necessary specifications, obsoleting parts, assigning and maintaining unit of measure and other fields as defined by the part maintenance procedure.
- Develop Engineering masters (Bill Of Materials and Routings) in the manufacturing window by entering appropriate base or part ID, Quantity of parts, adding operation and material requirements with legs when required, recording cost information and specifications and entering other information as defined by the procedure for developing Engineering Masters.
- Assist in the creation and updating of instruction manuals.
- Use sophisticated measuring instruments such as calipers or micrometers to assess dimensional conformance to print.
- Participate in investigative research for reasons such as purifying technical data, understanding a request to change or for other reasons as specified.

- Create records and distribute information for the Engineering Change Notification (ECN) process by entering Engineering change ID. The process consists of researching all consequence of change, developing detailed description for changes, pinpointing and tracking the timing of change, changing technical data, settling all consequences of change, maintaining the ECN index in Excel and considering all other aspects of the process as defined by the ECN procedure.
- Maintain accurate and complete project records (files) as well as an organized project schedule to keep several assigned projects visible and active at one time and must account for progress or lack of progress.
- Must communicate effectively with inside and outside resources such as vendors, customers, and all department heads and their subordinates as needed to complete assigned projects in a timely manner.
- Must be willing to learn and work all phases of a design project to include but not limited to research, design layouts, selection of standard and to spec. vended parts, tolerance evaluation, proto-type assembly and installation, establishing costs, arranging structure for weldments, configuring packaging, examining production processes, inspecting technical data for accuracy, defining tool requirements, problem investigation and product installation and demonstration.
- Must continuously exercise discretion and good judgment while performing all job-related functions and communicate with manager about job related problems and other information related to work activity.
- May travel by ground or air alone or with others such as sales personnel to customer locations and trade shows to better understand product application, performance and user needs.
- Maintain a positive work attitude and promotes a "TEAM" approach throughout the department.
- Attendance and dependability are essential job functions, you must report to work on time and accurately complete the daily duties assigned.
- Perform other duties when required or requested.
- Must be able to conduct themselves in a professional manner.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Associate degree (A. A.) in Mechanical Drafting Engineering Technology or equivalent from two-year college or technical school and experience using AutoCAD or comparable drafting package for the purpose of preparing mechanical drawings. Must have good organizational skills. (5 years of experience is preferred)

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands: 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.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: 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. While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.

Signed:_____ **Dated:**_____