



PCI Manufacturing

Job Description

Job Title **Drafter of PCI Manufacturing**

Job Summary

Reporting to the Director of Sales, the Drafter will work within the sales team to accurately convert designs into technical drawings. The Drafter will utilize necessary tools and skills to gather specifications, calculate material and equipment requirements, and recommend production methods. The Drafter will review customer provided content to understand drawing specifications, and utilize computer aided design software (CAD) such as Solidworks to accurately draw out manufacturing/production/fabrication drawings.

Job Classification

This position is classified as exempt

Duties and Responsibilities

- Works hand-in-hand with the Director of Sales to perform advanced drafting duties and responsibilities.
- Works hand-in-hand with the Production Manager to identify, and improve manufacturing best practices and principles.
- Liaise with necessary parties to gather product and design requirements necessary to independently develop production drawings.
- Independently create preliminary design sketches either from conceptual analysis or customer provided content.
- Independently create engineering drawings and designs for production and manufacturing.
- Revise drawings from basic print, established drawing packages and notes from the customer and employees.
- Independently create design specifications, documentation, and material lists.
- Aid in estimating material and production cost for designs.
- Assists the Production Manager to help identify possible production issues and redesign production methods to improve functionality.
- Prepare complete documentation packages for production and customers and facilitate record retention efforts.
- Verify drawings are correct to specifications, codes, and other regulations in coordination with Quality Assurance.
- Helps to foster and sustain positive customer relations.
- Provides various technical assistance duties to PCIM needs.
- Suitable job duties and responsibilities could evolve into a hybrid role appropriately balanced between in-office and telework tasks with the proper management, control, and monitoring functions in place to ensure the desired effectiveness is achieved.
- Performs other duties as assigned by Management.

Qualifications

- Associates degree in drafting/design/engineering required with a Bachelors degree preferred.
- Five (5) years of experience working within a manufacturing design and drafting environment required with eight (8) years experience preferred.
- Advanced understanding and experience in proper drawing dimensioning and use of layering with the ability to demonstrate skills as a condition of employment.
- Advanced technical knowledge and experience with Solidworks and AutoCad in a fabrication/machining environment with the ability to demonstrate skills as a condition of employment required.



100 Brookwood Rd
Atmore, AL 35602
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- Proven self-starter with the ability to drive independent problem solving, multi-task, and meet established deadlines.
- Demonstrated ability to communicate effectively; must be able to communicate with employees, the general public, vendors and customers, and all levels of management while maintaining keen focus on professionalism, kindness, and respect.
- Ability to work in a team environment and communicate effectively with co-workers at all levels of the company and within the framework of a quality management system.
- Must encompass the ability to meet established deadlines and benchmarks working in an independent role.
- Ability to work as part of a team in a fast-paced environment with critical deadlines.
- Must have valid driver's license.
- Ability to lift and manipulate objects up to 50 lbs.
- Ability to work independently with limited supervision.
- Ability to comply with all other requirements as specified within the Ecke Personnel Policies and Procedures.

Physical Requirements

The physical demands described herein are representative of those which must be met by an employee to successfully perform the essential functions of the job. Employees must possess the ability to work in a production environment.

To visit other company sites, employees must be able to operate a motor vehicle which may require sitting for prolonged periods of time. Must possess the ability to quickly adjust controls, see details at close range, respond quickly to signals, and quickly move hands with arms to grasp, manipulate, or assemble objects. Must have hearing and speech to communicate in person in a noisy environment, before groups and over the telephone. Standing in work areas and walking between work areas will be required. This position requires an employee to bend, stoop, kneel, crouch, crawl, climb or balance, reach, push, and pull. The employee must regularly lift and/or move up to 50 pounds.

PCI Manufacturing LLC (PCIM) is an equal opportunity employer. PCIM does not discriminate on the basis of age, sex, race, national origin, religion, marital status, sexual orientation or identity, or disability.

*Preference may be extended to qualified Native American Indian candidates.
in accordance with applicable federal law.*



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