

Cristek Interconnects, Inc. Job Description

Title: Draftsperson
Dept: Engineering
Salary Range: \$? per hour
Range:

Reports to: Engineering
Class: Hourly

I. Major Purpose

Draftsperson is responsible for the drafting and file support of the Engineering department.

II. Major Responsibilities

Value-Added Results

Support Engineering change system with drafting support (CAD).
Upkeep of CAD filing system.

Performance Standards

Managing and validating documentation packages before submittal to CCB.
Work with Designers and Project Engineers

III. Basic Requirements:

- A.A. Degree in Drafting (Mechanical and/or Electrical) or equivalent industry experience
- Print reading and or Schematic reading, understanding of engineering specifications
- Must possess excellent written and verbal communication skills.
- Proficiency in MS Word and MS Excel.
- Must demonstrate the aptitude to learn and retain technical terms relative to products being procured.
- Must be neat, organized, and detail oriented.
- Must be flexible and able to prioritize and respond to a changing environment.
- Must be capable of sitting for long periods of time.
- Moderate lifting is required.

IV. Impact on the Organization

A level of integrity to the associated Engineering dept and Company

V. Work Relationships

Will work with Design Engineers and any other personnel as required

VI. Supervision Required

A Nominal amount of supervision is required.

VII. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty as defined in section II satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VIII. Language Skills

Ability to speak read and write English fluently. Ability to clearly and effectively present information to top management, suppliers, customers, and other employees as required. Spanish as a second language is a plus.

IX. Mathematical Skills

Ability to perform basic addition, subtraction, multiplication, and division as well as percentages, fractions and ratios on occasion.

X. 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 or fingers to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color acuity, and the ability to adjust focus