



JOB DESCRIPTION

Title: Senior Drafter

FLSA: Non-Exempt

Location: CA

West Coast Fixtures, Inc. has been designing and manufacturing distinctive store fixtures and millwork of exceptional quality. We are proud of our dedicated and skilled employees and our loyal customers in the grocery, retail, and restaurant markets. Our in-house design team works with customers, and their architect/engineering firms, to create distinctive store fixtures and millwork with high functionality and longevity that helps promote product and brand image within the store environment.

GENERAL SUMMARY: The Senior Drafter is responsible for creating production engineering drawings from customer approved submittals to allow for manufacturing of the final products. The Drafter will also assist Senior Designers in creating approval drawings for clients. Additionally, the Drafter will create sheet layouts for CNC router and doweling program creation.

PRIMARY RESPONSIBILITIES/DUTIES:

- Create and review high quality, error free production engineering shop drawings for standard and custom fixtures from customer approved submittals.
- Compile and validate Bill of Materials for fixtures and complete all necessary forms and requisition paperwork for purchasing of materials.
- Create specification drawings for fabrication of purchased raw materials.
- Create nested part sheet diagrams for production drawings.
- Create cutlists and programs for production CNC and doweling machinery at all manufacturing facilities.
- Assist Senior Designers with design and creation of approval drawings for new customer projects.

- Follow and control drawing standards and documentation per company guidelines.
- Act as a liaison between production personnel and engineering team to resolve manufacturing issues and complications.
- Perform other job-related duties or other assigned tasks and projects as directed by supervisor

JOB REQUIREMENTS:

- Detail oriented and able to work under tight deadlines with a sense of urgency.
- Must be able to work in a dynamic, fast-paced environment producing high quality work and projecting a positive attitude.
- Must be able to work in a team environment
- Strong mechanical aptitude and understanding of woodworking construction techniques and methods.
- Understanding of woodworking machinery and capabilities.
- Strong math skills to solve shop-related problems.
- Proficiency in Microsoft Excel, Word, and Outlook.
- Proficiency in Autocad and Sketchup
- Working knowledge of AlphaCam, MasterCam and/or BiesseWorks is desirable
- Excellent written/verbal communication and problem solving skills.
- Must be able to prioritize and handle multiple tasks demonstrating excellent time management.
- Wear and use designated safety gear as required

EDUCATION:

- Associates degree in technical drafting and/or architectural design.

EXPERIENCE:

- A minimum of 2-3 years' of design experience in the manufacturing industry.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to stand; walk, use hands and fingers to handle or free objects, tools, or controls;

reach with hands and arms; climb or balance; kneel, crouch or crawl; as well as speak and hear. The employee is frequently required to sit and stand.

- The employee must be able to lift and or move up to 25 lbs occasionally and/or 10 lbs frequently.

OTHER:

- Travel and percentage of time away: Up to 10%

JOB COMPLEXITY:

- Semi-routine and requires recognition of deviation from accepted practice. Exercise judgment within generally defined practices to resolve problems and make routine recommendations.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Employee Signature:		Date:	
Manager Signature:		Date:	