

Job Title: Design Draftsperson / CAD Operator
Department: Engineering
Reports to: Engineering Manager
FLSA Status: Non-Exempt

I. Position Purpose

- Under direction of the Engineering Manager, responsible for the layout and detail drafting in accordance with the established drafting standards concerned with vertical turbine pumps engineering requirements.

II. Key Responsibilities

- Perform general Computer Aided Drafting (CAD) functions as directed by the Project Engineer.
- Follow Company drafting standards and procedures in the productions of Machine, Fabrication and Assembly drawings.
- Utilize engineering's drawing control system.
- Construct standardized templates in Floway's 3-D modeling system for general use by the drafting staff.
- Generate curves, elevations and sections, as required, for quotations and customer orders.
- Follow procedures for the security and integrity of all original drawings, drawing tapes and discs, and computer hardware and software.
- Generate and maintain drafting standards.
- Train new employees on Floway's standards and procedures.
- Ensure that all drawings indicate revision levels and dates, and that all other Company personnel who are to be apprised of new and changed drawings receive notification/drawings on a timely basis.
- Follow documentation requirements.
- Collaborate with Project Engineers/Designers in pursuit of an efficient handling of all engineering orders requiring drafting support.
- Observe all safety and ISO 9001:2000 requirements.
- *Perform other related duties as assigned.*

III. Relationships

- Position currently reports to the Engineering Manager.
- Internal relationships exist with all functional department managers and staff.

IV. Performance Measures

- Effectiveness in execution of Engineer/Projects team objectives.
- Teamwork and cooperation with the company management team and other functional departments.
- On-time completion of targeted policy deployment objectives and reports.
- Mentoring and coaching performance of department associates.

V. Education, Experience and Skills

- 2 years of technical drafting coursework or equivalent work experience.

- Excellent verbal and written communication skills, ability to negotiate with customer and various internal skill sets.
- Strong analytical skills.

VI. Personal Trait Profile

- See attached sheet.

VII. Scope and Impact of Position

The Design Draftsperson / CAD Operator will greatly impact the company's growth, profitability and reputation. This individual's expertise, experience, innovation and passionate leadership for success will determine our ability to grow our position in a competitive, global marketplace.

This position shares the responsibility in delivering the companies' safety, quality, delivery, cost and growth objectives with other teammates.

Completed by: _____ Date: _____

Supervisor: _____ Date: _____

Approved: _____ Date: _____

HR: _____ Date: _____

PERSONAL TRAIT PROFILE

TEAMWORK – The ability to work collaboratively with others toward mutual objectives.

SENSE OF URGENCY – A bias for taking action – spontaneous recognition of problems and opportunities.

CUSTOMER FOCUS – A drive to discover and meet the needs of customers (either internal or external).

CONTINUOUS IMPROVEMENT – The ability to develop creative solutions to problems and continuously improve systems and processes.

RESULTS ORIENTATION – A drive to achieve results and goals in the short and long term.

ADAPTING TO CHANGE – The ability to adapt to work effectively in an environment of change, uncertainty, and ambiguity. Can make pragmatic decisions in a timely fashion, especially when there is not a clear “right way.”

TECHNICAL EXCELLENCE – The depth and breadth of job-related expertise and the motivation to use and expand one’s technical knowledge.

COMMITMENT TO FUTURE VISION – The commitment to being part of the integrated organization. The desire to support the needs, priorities, and goals of the organization.

ENTREPRENEURIAL SPIRIT – A fundamental belief in one’s ability to successfully take on new and difficult challenges, question the status quo, and take risk.

VISIONARY LEADERSHIP – The ability to communicate and enlist support for the vision of the organization.

DEVELOPING ORGANIZATION TALENT – The genuine commitment to fostering long-term growth and development of associates, with particular attention to how their talents can best be utilized to meet current and future business needs. Quick read of talent and caliber of others. Can identify the most important factors for success in people and not be fooled by superficial looks or presentation. Quick to act on own insights with people and business.

HIGH INTELLECT – Conceptual, strategic, but able to probe into specifics when necessary. Analytical and fact-based most of the time, but able to draw on intuition. Able to reduce an overwhelming amount of information into a few salient issues to focus on. The ability to prioritize the most relevant from all other issues. Creative and independent thinker. Open minded.

EMOTIONAL CHARACTERISTICS – Values consistent with Weir’s culture. Places the best interests of the organization ahead of personal gain. Solid sense of self-confidence. High expectations of self. Welcomes challenges and stretch goals. Resilient under high workload, high stress. Flexible. Independent, self-initiating versus looking to upper management for direction. High level of integrity and ethics. Empathetic.

MOTIVATIONAL CHARACTERISTICS – High energy level. Comfortable with authority and leadership, results oriented. High level of autonomy, and low need for structure and boundaries.

INSIGHT – Knows self well (strengths and development needs). Plays to strengths but not afraid to identify and work on weaknesses. As a self-improver, embodies the “kaizen” philosophy.

INTERPERSONAL CHARACTERISTICS – Open, communicative, give and take dialogue, seeks input from others, but not dependent on getting a consensus. Good listener – both in being receptive and in asking good, probing questions to illuminate an issue. Keeps people informed – the “what’s” and “why’s” of issues. Perceived as trustworthy, honest, non-political. Tells people where they stand – lots of sincere recognition and clear direct negative feedback when necessary. Does not shy away from constructive conflict and confrontation. Able to work in a team/group environment (versus a strictly “hub and spoke” management style).

ON THE JOB BEHAVIOR – Excellent problem solving, quick and penetrating mind, learns a new environment quickly. Identifies and communicates the key priorities to the organization, remains focused. Demonstrates strong Weir values (“walks the talk”). Pragmatic in dealing with the real-world problems and pressures. High sense of urgency. Perceived as strong, respected, fair, with emphasis on developing the strengths of the position. Fosters cross-functional problem solving and cooperation. Is proactive in developing processes and procedures. Organized/strong time and project management skills.