



## JOB DESCRIPTION

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**JOB TITLE:** Mechanical Designer/Drafter

**DEPARTMENT:** Engineering

**EFFECTIVE DATE:** Open until filled

**LOCATION:** Baltimore, Maryland

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**DEFINITION:**

Design/Draft mechanical equipment per customer and company specifications. Work with drafters, engineers and manufacturing to provide support for projects.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Design Manager as well as Project Engineer.

**SUPERVISORY FUNCTIONS:**

None.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Provide drafting and design (CAD) work using AutoCAD.
- Understand function and design of Sackett-Waconia product lines.
- Participate in the design of new and current fertilizer equipment in cooperation with a design team.
- Responsible for producing equipment layout, detailed drawings for manufacturing, and field assembly drawings.
- Identify redlines on drawings created by others and accurately make required changes.
- Use and apply Sackett-Waconia drafting standards and best practices.
- Participate in peer review process by reviewing layouts and drawings created by others.
- Other duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS**

- Thorough knowledge of mechanical design drafting practices.
- Strong math and geometry skills.
- Accurate and detail oriented, producing work in a timely manner without errors.
- Successfully work in a fast-paced environment, independently and as part of a team.
- Ability to learn quickly and a willingness to take on additional workload as needed.
- Willing to work the hours needed and committed to meeting deadlines.
- Good written, verbal and interpersonal communication skills.
- Strong organization and documentation skills.
- Possess knowledge of Microsoft Outlook tools (Word, Excel, and Outlook).

**MINIMUM QUALIFICATIONS:**

- Two-year drafting and design technical certificate, degree or 3 years designing experience.
- A strong work ethic.
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency, and professionalism.
- Ability to take initiative and work with minimal supervision.

**PREFERRED QUALIFICATIONS:**

- Fluent user of AutoCAD and familiar with basics of SolidWorks.
- Experience in any of the following areas: agriculture, material handling, material blending or the fertilizer industry.

**EQUIPMENT/JOB LOCATION:**

Works from an office at our Baltimore, MD. Equipment used includes, but is not limited to, personal computer, printer, plotter, calculator and copy machine.

**PHYSICAL DEMANDS:**

The physical demands described herein 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.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry and design functions.
- To talk and hear with enough proficiency to allow for communicating by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens and written/printed information.
- The noise level is usually low to moderate.

**NON-DISCRIMINATION POLICY:**

Sackett-Waconia will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, familial status, disability, age, marital status, genetic information, sexual orientation, or status with regard to public assistance.

*(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of Sackett-Waconia and requirements of the position change. Sackett-Waconia reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)*