

**SUMMERS MANUFACTURING COMPANY, INC.
POSITION DESCRIPTION**

POSITION TITLE: Draftsperson
IMMEDIATE SUPERVISOR: President/ CEO
SUPERVISION RESPONSIBILITIES: No

DEPARTMENT: Engineering
FLSA: Non-Exempt

1. PRIMARY JOB RESPONSIBILITY:

Creation and maintenance of parametric solid models and drawings for use internally by all departments within Summers Manufacturing and externally by suppliers and vendors.

2. SECONDARY JOB RESPONSIBILITIES:

- A. Assist SMC Engineering with documentation of product including business software data, Operator's Manuals, Set-up Manuals, Assembly instructions, and Parts Manuals.
- B. Assist SMC Engineering with Research & Development of improvements to existing and development of new machines.
- C. Assist SMC in creating product renderings for Sales and Marketing materials.
- D. Manage SMC Engineering Change Request system
- E. Other duties as assigned.

3. JOB SPECIFICATIONS:

A. Education/License/Certification Requirements

- 1. Two (2) year degree in the area of engineering, CAD drafting and/or manufacturing or equivalent work experience, required.
- 2. Valid North Dakota driver's license with a clean driving record, required.

B. Experience Requirements

- 1. Experience with parametric solid modeling CAD system, required. Experience with Autodesk Inventor, preferred.
- 2. General knowledge of the manufacturing process and farming practices, preferred.
- 3. Knowledge of and experience with various shop tools, preferred.
- 4. Knowledge of drafting standards, preferred.

5. Flexibility and proven ability to handle multiple projects at once, required.

C. Communication Requirements

1. Excellent communication skills, required.
2. Ability to work as part of a team, required.
3. Excellent customer relation skills, required.

D. Physical Requirements

1. Ability to walk and stand for long periods, up to two (2) hours, required.
2. Ability to sit up for long periods of time, up to four (4) hours, required.

E. Lift and Carry Requirements

1. This position requires infrequent lifting and carrying of machine parts, weighing up to 35 lbs. in the following situations:
 - a. Lifting parts from machinery while working on a machine.
 - b. Carrying parts short distances.
2. This position may require infrequent lifting and carrying of machine parts weighing over 50 lbs. using hand truck, hoist or forklift.

F. Equipment/Tools Requirements

1. Ability to utilize computer and printers, required.
2. Ability to utilize a variety of shop equipment, such as punch, shears, various hand and air tools, preferred.
3. Ability to operate farm equipment, preferred.

G. Environment Requirements

This position involves work inside and outside the plant, where conditions may get dusty, hot, cold, noisy and smoky and may involve exposure to some odors:

1. Ability to work around fumes and chemicals, required.
2. Ability to work around moving parts, required.
3. Ability to work outside, required.
4. Ability to work around loud noises, required.

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

- * Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.
- * Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- * Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.
- * Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

JOB DESCRIPTION ACKNOWLEDGMENT

I acknowledge that I have received a copy of the updated job description for my position with Summers Manufacturing. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I understand that it is my responsibility to ask my supervisor or human resources for more clarification should I have any questions about my job duties and responsibilities or require a reasonable accommodation.

I understand, and have received a copy of my updated job description.

Signed: _____ *Date:* _____

Supervisor Signature

Date

Employee or Supervisor comments:

Return this form to Human Resources.