

Position Details

Employee Name:**Job Title:** Mechanical Detailer**Reports to:** Project Engineer**Revision Date:** December 4, 2023**Business Unit:**

Bailey Metal Products

Location:

Concord

Department:

Engineering

Position Summary

The Mechanical Drafter/Detailer will work as a member of the Corporate Operations team. The primary focus of the position will be to create drawings for various projects. Drawings will include finished products, fabrication/assembly, and tooling drawings.

Duties and Responsibilities

The responsibilities and accountabilities of the position include but are not limited to the following:

- Detail drawings in AutoCAD and Inventor format.
- Assist with the development of company drawing standards and refinement of existing standards.
- Create 2D and 3D drawings for Bailey products and modify manufacturing sketches from existing designs and technical specifications.
- Document and maintain drawing procedures, and work instructions.
- Conduct research to inform the design and engineering methods required for mechanical systems.
- Provide installation support by writing technical operation documentation.

Operations and Production

- Participate in continuous improvement initiatives.
- Participate in safety improvement initiatives.
- Identify areas for waste reduction.
- Implement optimal flow layouts to improve productivity.
- Improve production standards through time studies and other standard data development methods.
- Collaborate with relevant stakeholders and production teams.
- Analyze problems that may arise during the manufacturing process and recommend solutions.

Other

- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors, and other key stakeholders of the company.
- Participate in the Company's inventory counts.
- Attend training sessions and seminars as recommended by supervisor.
- Conduct oneself in a professional manner that reflects integrity and respect.
- Other responsibilities and accountabilities as assigned by management.

Core Competencies

- Knowledge of both Microsoft Excel and PowerPoint.
- Experience with 2D and 3D drafting.
- Experience with AutoCAD and Inventor.
- Excellent oral and written communication skills.
- Excellent analytical and problem-solving skills.
- Self-starter who takes initiative with a strong attention to detail.

Requirements

- 2-5 years' experience working in a mechanical drafting role.
- Mechanical Technician or Technologist diploma from an accredited college.

Working Conditions

- Travel may be required.
- Ability to lift up to 50lbs may be required.
- Overtime as required.

Health and Safety

- Identify and communicate any unsafe acts/conditions to management.
- Support and adhere to all company health and safety policies, programs, and procedures by communicating and promoting health and safety awareness to all employees.
- Comply with all Occupational Health and Safety legislative requirements. This includes compliance with local, national standards and legislation.

Disclaimer

The list of duties and responsibilities described above is not exhaustive. The Bailey Group of Companies reserves the right to re-evaluate the job description as required.

Declaration

I, _____ understand and accept the responsibilities and accountabilities stated in this job description.

Signature

Date