



JOB DESCRIPTION

Title: Drafting Supervisor

Date: July 1, 2025

Classification: Hourly (Non-Exempt)

Reports to: VP of Engineering

Job Summary:

Helps ensure that quality and safety standards are achieved. Leads drafters to meet deadlines through efficient use of time and resources. Designs and produces drawings of metal fabrication components and products. Creates bills of material (BOM). Determines product specifications; performs verification/maintenance and product management. Illustrates systems from specifications, source control drawings, sketches, models, prototypes, or verbal instructions.

Responsibilities:

- Supervise team of 5 drafters. planning work assignments for team
- Review and markup team's work, coaching when needed
- Responsible for creation and maintenance of parts and bills of material
- Work directly with engineering staff to produce drawings and bills of material from sketches, existing drawings, electronic images, along with written and verbal descriptions.
- Work closely with all departments in the plant to ensure that the drawings convey the correct information and are error-free.
- Utilizes drafting resources to create new tools to carry out above mentioned tasks more efficiently, including hardware and software design
- Work from customer drawings, company drawings, vendor drawings or specifications. Use corporate drawing standards as guidelines
- Performs additional related duties as requested or required

Skills/Abilities Required:

- Successful candidates should have attained an associate degree in drafting from a two-year college or technical school.
- Proficiency with AutoCAD including Inventor, other computer skills including Windows, Word and Excel
- Drafting and design skills with metal fabrication
- Familiarity with ASME code preferred
- Must possess strong verbal and written communication skills
- Must be able to organize and prioritize work
- Perform duties with limited supervision
- Perform additional related duties as requested or required
- Results oriented while maintaining attention to detail, must be accurate with numbers and reports