

Job Title: Draftsperson/Quality Assurance Technician
Reports to: Production Manager – Production Manager
Department: Boom
Location: Fairfield, IL.

Summary:

To read, create and revise product drawings along with assisting in the implementation and improvement of the Quality Management System.

Essential Duties and Responsibilities:

Candidate will use computer software to create detailed and precise product drawings. They will attend meetings with team mates to understand project specifications, collaborate to allocate resources, create a timeline, and draft 2D plans using design software, such as AutoCAD. Additional responsibilities include researching and choosing the best materials, communicating progress on the project with project managers, and revising designs as necessary based on feedback.

The quality assurance responsibilities include developing and implementing quality assurance policies, conducting tests and inspections, identifying production, process, or product issues, and presenting solutions.

To be successful as a quality assurance specialist you should be incredibly thorough and able to help our company maintain the highest quality standards.

Supervisory Responsibilities: None

Measurement of competency: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience: Related drafting competencies, high school or college courses.

Language skills: This job requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. This job requires the ability to write routine reports and correspondence. This job requires the ability to speak before groups of customers or employees of the organization.

Mathematical Skills: This job requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This job requires the ability to apply concepts of basic algebra and geometry.

Reasoning ability: This job requires the ability to apply common sense understanding to carry out instructions in written, oral, pictorial, or diagram form.

Computer skills: This job requires the individual to have general computer knowledge, as well as, contact management software, Microsoft Office, and AutoCAD Inventor or equivalent software.

Certificates, licenses, registrations: N/A

Other skills and abilities: N/A.

Other qualifications: N/A

Physical demands: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit, talk, walk on concrete, occasionally lift up to 30 pounds, and/or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level at work is usually quiet. While in the production facility, minimal exposure to hazards may occur (i.e. fork truck traffic, some exposure to mild chemicals, moderate noise, etc.)

Authorities for decision making:	N/A
Candidate Requirements/Attributes:	N/A
Dimension of the position:	N/A
Problem Solving Characteristics:	N/A
Demands for Influencing:	N/A
Summary:	N/A

Reviewed: 1/23/2023

By: Greg Gibbs