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MCGREGOR, MN 55760  
FLOEINTL.COM  
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**Job Title:** Drafter/Designer  
**Department:** Engineering  
**Reports To:**  
**FLSA Status:** Exempt  
**Prepared Date:** October 2024

**SUMMARY:** The Drafter/Designer uses CAD software to prepare layouts, detail drawings, modifications, as built, existing plans and storing information on CAD systems. They will use engineering skills and knowledge to draw plans to exact specifications, create parts and/or assemblies for product lines or custom applications using Solidworks.

**Essential Responsibilities:**

- Reinforce and promote all FLOE Core Values in daily interactions with coworkers and customers.
- Develop 3D conceptual and production models.
- Create 2D structural part and construction assembly drawings for production.
- Create 2D electrical schematics.
- Modify 3D models and 2D drawings as required by production engineering to capture any changes that may occur throughout product development and production.
- Work with Bills of Materials, engineering change control, product design and prototyping processes.
- Create professional plans and specifications for parts and/or assemblies for product lines or custom applications.
- Assist in the development of new or improved products.
- Maintain integrity and accuracy of drawings.
- Interact with Production Engineers and Manufacturing Personnel to optimize Design for Manufacture.
- Participates in Lean Enterprise continuous improvement efforts.
- Transfer drawings from AutoCAD to Solidworks.
- Work collaboratively with Engineering and R&D staff in new product development and testing.
- Prepare written reports and files.
- Work effectively with staff, supervision, and management to resolve design issues and determine needs of customer.

**Education/Experience:**

- Associates Degree in Drafting & Design, or 3-year experience in mechanical drafting/design.
- Knowledge of engineering principles and ability to apply principles to projects.
- Knowledge of engineering change control, product design & prototyping processes.
- Experience working with Bill of Materials.
- Knowledge of and ability to utilize basic GD&T principles.
- The ability to demonstrate a proficiency with Solidworks 3D CAD modeling practices.
- Excellent oral and written communication skills.
- Proficiency with Windows and Microsoft Office Suite. (Outlook, Excel, Word, PowerPoint, Visio)
- Previous experience in a metals (Aluminum, Steel) based manufacturing environment preferred.
- Ability to be a self-starter and to complete objectives with minimal supervision.

**Preferred Experience:**

- Previous experience in a metals (Aluminum, Steel) based manufacturing environment preferred.
- Knowledge of aluminum extruding, machining and metal fabrication.
- A working knowledge of Lean Manufacturing Concepts.

**Work Environment:**

- In this position you will be required to sit, stand, kneel, twist, climb.
- You may be required to lift up to 50 pounds.
- The noise level in the work environment is usually moderate.

FLOE International reserves the right to make changes to this job description without notice, as required to meet changing organizational and production needs.