



Shur-Co®
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Job Title: Mechanical Drafter I
Type: Full Time, Monday-Friday
Department: Engineering
Reports To: Segment Engineering Lead

ABOUT SHUR-CO®:

Shur-Co®, LLC, is headquartered in Yankton, South Dakota, and is a leading provider of covering systems, parts and service to the global transportation market. With over 60 years of industry experience, Shur-Co® now manufactures a wide offering of tarp systems and accessories for trucks, trailers, carts and specialty equipment used in the agriculture, construction, waste and flatbed markets. Shur-Co® operates 12 production sites and sales locations in the United States, Canada and the United Kingdom, giving you the opportunity to work with employees and customers all over the world. We are always looking for well-qualified candidates to fill a variety of open positions. Check out all of our opportunities at www.Shur-Co.com/employment.

SUMMARY:

Participate in the creation, storage, and distribution of all technical data in the Engineering Department in support of product development, product improvements, and other departments that use technical data as a resource. It should be noted that a Mechanical Drafter I has had reasonable exposure to the responsibilities of this position. An employee at this level will require modest supervision and is expected to know with some proficiency all of the below responsibilities and the procedures they encompass.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Populate all Engineering related fields in part maintenance by assigning part numbers, developing part descriptions, assigning product categories, developing universal product codes, recording necessary specification, entering warehouse location and setting transit locations, obsoleting parts, deleting parts, assigning and maintaining unit of measure and other fields as defined by the part maintenance procedure.
2. Develop Engineering masters (BOM's and routings) in the manufacturing window by entering appropriate base or part ID, lot or Eng ID, quantity of parts, adding operations and material requirements with legs when required, recording cost information and specifications and entering other information as defined by the procedure for developing Engineering Masters.
3. Participate in investigative research for reasons like purifying technical data, understanding a request to change or for other reasons as specified.
4. Create records and distribute information for the Engineering Change Notification (ECN) process by entering Engineering change ID, researching all consequence of change, developing detailed description for changes, pinpointing and tracking the timing of change, changing technical data, settling all consequences of change, maintaining the ECN index in Excel and considering all other aspects of the process as defined by the ECN procedure.
5. Prepare technical data for release by insuring that all forms, drawings and engineering masters are appropriately prepared and inspected and that all Engineering related fields in part maintenance are populated and approved and that all designated personnel are appropriately notified.
6. Provide assistance to Engineers as a resource for creating and managing technical data during various stages of product development.
7. Participate with the development of new product or adjustments made to existing product by providing part sketches, creating design drawings, developing quote masters, producing work orders, inspecting parts, resolving problems and communicating with inside and outside resources to gather pertinent information.

8. Must communicate effectively with inside and outside resources such as vendors, customers, and all department heads and their subordinates as well as provide a clear path of communication for those who supply information to Engineering and or use Engineering as a resource.
9. Must continuously exercise discretion and good judgment while performing all job related functions and keeps supervisor informed of job related problems and other information related to work activity.
10. Maintain a positive work attitude and promote a "TEAM" approach throughout the company.
11. Attendance and dependability are essential job functions, you must report to work on time and accurately complete the daily duties assigned. Attendance is an essential job function, you must report to work on time and accurately complete all of the daily duties assigned.

QUALIFICATIONS:

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

Associate's degree (A. A.) in Mechanical Drafting Engineering Technology or equivalent from two-year college or technical school; and experience using AutoCAD drafting and 3D modeling for the purpose of preparing mechanical drawings. Must have good organizational skills.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Please contact Human Resources at 605-665-6000 for questions on the application process or a more detailed description of the job. The position will remain open until filled.