



Engineering Draftsman/Documentation Specialist

Location	Pasadena, CA
Department	Mechanical Engineering, Marketing
Reports to	CEO
Supervises	N/A

SUMMARY OF POSITION'S ESSENTIAL RESPONSIBILITIES

Develop, maintain and manage flow of product documentation between Engineering, Production and Marketing teams. Under the co-supervision of the CEO, directly support the activities of Mechanical Engineering, while assisting the Marketing Team with product specifications.

DUTIES & RESPONSIBILITIES/ESSENTIAL JOB FUNCTIONS

Documentation & Support	<ul style="list-style-type: none"> • Create and manage product lifecycle documents in standard formats - from initial design to release, including but not limited to: ECO completion, BOMs, assembly/test procedures, travelers, product specifications, ICDs and engraving files • Assist with the management of product marketing materials and user documentation • Determine ways to prevent waste, duplication and inefficiencies in the documentation processes • Create and process change requests (ECRs) and orders (ECOs) • Produce drawings based on engineering models and changes existing drawings and BOMs in response to ECRs/ECOs • Assist Mechanical Engineer Assistant with product engraving set up
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ONGOING DAILY DUTIES AND RESPONSIBILITIES – GENERAL

- Exercise strong attention to detail and organization
- Apply logical thinking and problem-solving skills
- Multi-task in a fast-paced environment
- Work cooperatively with a myriad of personalities in a multi-cultural environment
- Communicate effectively in written and verbal form
- Comply with company's code of ethics, rules and regulations outlined in IDT's Employee Handbook
- Keep workspace clean and follow company rules as outlined in Safety and Hygiene Guidelines
- Understand IDT's Quality Policy and maintain quality standards in work procedures

MINIMUM QUALIFICATIONS

- Certified in Engineering Design and CAD
- 5 years of overall experience in mechanical design
- Strong experience with SolidWorks creating exploded Views, assembly and mechanical drawings
- Familiar with SolidWorks ePDM
- Experience with MS O365, specifically, Teams, Excel and Word, for BOM and Procedure documentation



PREFERRED QUALIFICATIONS

10 years of overall experience
 Experience in ECO completion, release of assembly and test procedures in standard formats
 Experience with Adobe Acrobat and InDesign

PERFORMANCE OBJECTIVES/REVIEW

Daily activities and short-term performance objectives to be measured and rated as outlined in Addendum A: Performance Review

ADDITIONAL REQUIREMENTS

Amount of Time	None	Under 1/3	1/3 – 2/3	Over 2/3
Work at Home	X			
Stand		X		
Walk			X	
Sit				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, or crouch		X		
Lift				
Up to 10 pounds				X
10 to 25 pounds				X
25 to 50 pounds		X		
50 to 100 pounds	X			
100 pounds or over	X			

Levels: <input checked="" type="checkbox"/> Regular – normal responsibilities <input type="checkbox"/> Senior or Lead – requires advanced subject expert knowledge, creativity and innovation <input type="checkbox"/> Manager – requires leadership responsibilities	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Alternate Schedule/Travel: <input checked="" type="checkbox"/> Evenings, as needed <input checked="" type="checkbox"/> Weekends, as needed <input checked="" type="checkbox"/> Overtime, as needed <input checked="" type="checkbox"/> Remotely, as needed <input type="checkbox"/> Travel, as needed	To be completed by HR: <input checked="" type="checkbox"/> Hours: 40 to 40+ /week: 8:00am – 5:00pm <input type="checkbox"/> Exempt, Salary <input checked="" type="checkbox"/> Non-exempt, Hourly Accommodation Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities duties and/or skills required of all personnel in this classification.