

**Job Description**

Job Title: Mechanical CAD Drafter  
Job Summary: Responsible for timely and accurate drafting of gSource instrument drawings, assist in New Product Development (NPD) processes, and assist with Engineering department projects.  
Wage Category: MCD I, II, III  
Department: Engineering  
Reporting to: Product Development Engineer  
FLSA Status: Non-exempt (Fair Labor Standards Act)

Responsibilities of essential functions include:

1. Develop detailed technical drawings and specifications for surgical instruments and handheld tools from concept to production using computer-assisted drafting software
2. Coordinate and consult with customers and staff to design products and to resolve design issues
3. Review and analyze drawings, specifications and related data to assess factors affecting product design
4. Revise drawings and specifications according to established procedures
5. Create, review, revise and store drawings and specifications electronically
6. Interact with customers regarding all drawing and specification issues
7. Supply Quality, Purchasing, customers and others with drawings and specifications as requested
8. Maintain Design History File (DHF), electronic and hard copy
9. Remain current on cutting edge computer-assisted drafting technology, new materials, manufacturing processes and their potential application to company products
10. Identify surgical instruments with poor quality or no technical drawings
11. Assist Engineering department with internal drawing drafting and drafting of custom drawings for customers.

Responsibilities of non-essential functions include:

12. Educate non-technical staff on technical drawing standards and their interpretation
13. Revise internal documentation in regards to technical drawing creation and revision
14. Maintain commitment to Quality Goals and Quality Policy
15. Complete jobs and tasks as assigned

16. Working Schedule: 8:30 a.m. to 5:15 p.m. with a 45 minute break

Employee: \_\_\_\_\_  
Last Name First Name Initial

Nothing in this job description restricts management's right to assign or reassign responsibilities to this position at any time.

Signatures:

\_\_\_\_\_  
Employee mm / dd / yy

\_\_\_\_\_  
Manager/Supervisor mm / dd / yy