

**Job Description  
Industrial Drafter  
Century International Arms, Inc.  
Century Arms, Inc.**

Reports to: Product Engineering Manager  
Location: Vermont

Position Type: Temporary

**Summary of Position Mission**

Responsible for drafting/modeling efficient systems that integrate workers, information, machines, energy and materials to make products. The industrial drafter will layout via drafting software all aspects of the facility to coordinate production planning, minimize production issues and costs while ensuring products meet quality standards under the direction of project leaders. This position will measure current plant layout, coordinate internal customer needs to layout develop and maintain manufacturing routes to maximize effectiveness, efficiency and space. This position also works in a support role as needed on complex projects.

**Responsibilities**

- Draft current factory layout
- Manipulate optimum factory floor layout for capital equipment expansion via drafting software
- Capture station optimization studies and design operational layouts.
- Assist in studies on operations to maximize work flow and spatial utilization.
- Capture and Draft complex factory operations and supply chains.
- Assist in cycle time and bottleneck analyses.
- Work with functional managers and operation managers to capture layout plans for productivity, quality, and throughput. Support World Class Manufacturing (WCM) especially for WO (Workplace Organization) and LO (Logistic) pillars.
- Interact with production management on a daily basis on all matters relating to layout capture.
- Ensure information and documentation is consistently accurate.
- Actively participate and support the 5S process within the work area on a daily basis
- Protect organization's value by keeping information confidential.
- Support and adhere to all ISO standards applicable to the Company.
- Wear all necessary Personal Protective Equipment directed by the Company at all times.
- Demonstrates sound working knowledge of firearms safety.
- Maintain and keep workstation and department area clean.
- Immediately act on any maintenance and/or safety issues presented.
- Demonstrate a positive attitude toward co-workers, other department and the Company.
- Maintain respect, courtesy and professionalism toward all co-workers and the Company.
- Communicate clearly and effectively with co-workers and management.
- ***Other duties assigned as required.***

**Qualifications & Knowledge Required**

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

- Minimum 2 years of drafting experience for Building or Industrial projects.
- Solid Works knowledge
- Knowledgeable of manufacturing process and Lean principles.
- Ability to work independently with minimal oversight; prioritize and communicate assignments

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- Must have strong interpersonal / relationship building skills.
- Demonstrated strong knowledge of industrial systems.
- Must be able to read and interpret technical drawings.
- Must be familiar with ISO processes.
- Skill in the use of Microsoft Office tools required.
- Experience in the use of ERP programs i.e. SolarSoft, a plus.
- Highly motivated problem solver with meticulous attention to detail.
- Travel as required.

**Working Conditions**

Work is normally performed in a climate-controlled office environment and throughout a heated manufacturing and warehouse facility. Exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of light manufacturing, shipping and receiving, and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

**Physical Demands**

The physical demands and work environment characteristics 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:

- Be able to lift objects commonly found in offices, up to 20 lbs.
- Able to work at a computer for long periods of time.
- Some repetitive motion required.
- 40 hours per week (Monday through Friday), however, project timelines and work volume/deadlines may require more than 40 hours per week to complete essential duties of this job.
- Flexibility to work early mornings, evenings and weekends as needed.
- Some travel may be required via car or plane between Century Arms' facilities and/or other locations.
- Must have mental processes for reasoning, remembering, mathematics and language ability (reading, writing and speaking English language) to perform the duties proficiently

**Disclaimers**

- This job description should not be interpreted to be a complete list of all the duties and responsibilities performed by the jobholder. To maintain organizational flexibility, management has the discretion to add, drop or change at any time the duties, responsibilities and expectations of this job.
- This job description does not constitute an offer of employment, continuous employment or an employment contract. We are an at-will employer and either you or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Andrew Chamberlin	Date:	1/4/20