

Job Title: Draftsman  
Department: Lighting Department  
Supervisor: Engineering Supervisor  
Status: At will, Full Time  
WC Code: 8810 - Clerical/Office  
EEO Class: 3 - Professionals  
Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m., with afterhours as needed  
Websites: <https://bklighting.com/>  
Compensation: \$21.15-\$29.00/per hour

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Position Description:

The Draftsman creates detailed manufacturing drawings for new product, custom, and product optimization designs. Provides drafting support to engineers and designers. Collaborates with engineers and designers to complete projects. This position is technical in character. Executes under supervision on special assignments and tasks.

Essential Functions/Accountabilities:

- Creates detailed manufacturing drawings for B-K and TEKA product designs.
- Reviews detailed manufacturing drawings for errors.
- Provide drafting support to Lighting department/New Product team, Custom team and Manufacturing.
- Create dimensional line drawings/technical drawings for marketing collaterals.
- Collaborate with Design engineer, Mechanical engineer, New product designer, and Custom product designers regarding drawing creation.
- Collaborate with Design engineer, Mechanical engineer, New product designer, and Custom product designers regarding SolidWorks part and assembly creation.
- Provide back-up 3D printing support and services.
- Participates in preliminary/prototype testing with the engineering team as necessary.
- Collaborate with Lighting team to actively work towards improving the product development process, workflows, and file review management steps in DDM.

Qualifications:

- High School diploma or equivalent; Associate Degree, preferred.
- Experience working with Microsoft suite, SOLIDWORKS/CAD, DDM, ERP database preferred.
- Ability to communicate in a clear, friendly, professional, and proactive manner.
- Ability to work in a fast-paced, multi-cultural environment.
- Must be able to think outside the box, work independently with general supervision, be a team player, and willing to contribute beyond the defined role to meet business needs as circumstances require.

Work Environment:

This job operates within the professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

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 with or without reasonable accommodations.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers to handle or feel; and reach with hands and arms. The employee is frequently required to sit; climb or balance; and stoop, kneel, crouch or crawl. 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.

Position Type/Expected Hours of Work:

This is a full time at will position, and work hours are typically Monday through Friday 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as department needs demand.

Travel:

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Work Authorization:

Must be eligible to work in the United States

Draftsman

*I have read and understand the above job description documents the general nature and level of work but is not intended to be a comprehensive list of all activities, duties, and responsibilities.*

**Employee Signature**\_\_\_\_\_

**Date**\_\_\_\_\_