

# Mechanical Draughtsperson

Member of the Design Team  
Reporting to the Design Manager

## Job Description

**The core focus of the role is to draw IMO product comprising the creation of all deliverables required by down stream operations including manufacture, assembly and delivery**

### Create and maintain robust scalable CAD models

- Create and maintain part and assembly models utilising master sketch parts and family tables for existing and new products
- Create and maintain modular sub assemblies to enable rapid configuration of job or client specific product configurations
- Uphold and maintain IMO modelling and draughting standards

### Produce all deliverables required for the manufacture of parts and assemblies

- Jobs are allocated as per the CAD Jobs On List and tasks on the CAD Job board
- Clarify that all information required has been received, check expectations and timeframes
- Scope and plan work required and agree to delivery timeframes with the Design Team Manager
- Consider Supplier capabilities, availability and cost of parts throughout the design process
- In the CAD system create part and assembly models of the design with methodology consistent with IMO standards
- Produce clear and complete sales and manufacturing drawings and supporting documentation e.g. part numbers, bill of materials, dispatch lists, packing design, assembly instructions and manufacturing process descriptions according to current IMO standards
- Ensure that agreed timeframes are met or communicate potential delays to wider team and negotiate new targets where necessary
- Checking of drawings and supporting documentation for sense, completeness and adherence to IMO standards

### Managing Defects and Technical Issues

- Follow the Defect and Engineering Change Request protocols
- Investigate issues with relevant departments / people and identify the root cause of issues
- For existing product, identify corrective action and issue instructions accordingly
- For work in progress, liaise with suppliers to identify corrective action and issue instructions accordingly
- Establish design changes required for subsequent manufacture and review with the Design Team Manager and Production team

### Assembly and Installation

- As required, assisting the production team with:
  - Picking parts
  - Receipting and quality inspection of parts
  - Preparation and assembly of product
  - Delivery and installation

### i-Lean

- Active participation in IMO's Continuous Improvement philosophy across all facets of the role – what we design and how we work, including contributing to documentation and improvement of standards and procedures

### Branding & Marketing

- Under the direction of the Business Manager participate in the creation of marketing material including;
  - Editing, formatting and supplying images for website, email newsletters, Facebook and Instagram
  - Making changes to Brochures, Pricelists and Care & Warranty, uploading to Web as required

### General Housekeeping / Administration

- Assist with answering of incoming phone calls as required
- Perform housekeeping and other administrative and office support activities as required

## Skills and Experience

### Required Skills and Experience

- Significant 3D CAD capability (SolidWorks, Onshape, Nx) including practical experience of parametric solid modelling using skeleton models and family tables to capture design intent
- Ability to read and interpret architectural and manufacturing drawings
- Intermediate level Microsoft Excel skills to control configurations and manage and manipulate data
- Experience documenting product for manufacture including sheet metal, fabrication, casting, extrusion, wood work and upholstery with a good general knowledge of manufacturing techniques and constraints
- Proven ability to set, work to and meet deadlines
- Proven ability to work on multiple projects simultaneously
- Strong relationship building and effective team member
- Ability to communicate effectively, including describing technical requirements to a non-technical audience

### Ideal Skills and Experience

- Competency in alternate modelling tools such as Sketchup
- Competency with Adobe Creative Suite including Photoshop, Illustrator and InDesign

**If you are willing to go the extra mile to help us develop world class products please apply online [here](#). If your skills and experience are in line with our requirements you will be contacted for further information. We look forward to hearing from you.**