

Position Description
Electromechanical Engineer

This company is an at-will employer as allowed by applicable state law. This means that regardless of any provision in this position description, the company or employee may terminate this employment relationship at any time, for any reason, with or without cause or notice.

Job Summary/Objective		
Responsible for the mechanical aspects of design and manufacture of Division products, by performing the essential job duties and demands listed below.		
	Exempt Salary	Non-Exempt Hourly
Job Classification:	X	
Salary Grade:	TBD	
Supervisor's Title:	Engineering Manager	
Position Type:	Full Time	
Expected Hours of Work:	Monday through Friday, 7:30 a.m. to 4:00 p.m.	
Work Authorization/Security Clearance:	Must be authorized to work in the USA	
Other Eligibility Qualifications:	None	
Travel Requirements:	No routine travel	
Supervisory Responsibility		
Number of Direct Reports:	This position has no direct supervisory responsibilities	
Required Education and Experience		
Bachelor's degree or equivalent from four-year college, and four to six years related experience and/or training; or equivalent combination of education and experience. CAD (computer aided design)		
Education Preferred		
N/A		
Drug Testing		
Offers of employment are conditioned on successful completion of a drug test as outlined in the Drug Free Workplace Policy. Incumbents are also subject to the guidelines of the drug testing policy.		
Essential Job Functions Required		
1.	Assists Sales with developing cost estimates for RFQ's.	
2.	Performs new project design and development; updates previous designs in compliance with company quality process.	
3.	Ensures project documents are complete and current.	
4.	Provides the Production Department with detailed drawings and electrical schematics	
5.	Prepares layout drawings for the manufacture and assembly of products.	
6.	Periodically reviews current design to obtain cost savings	
7.	Provides technical support as needed.	
8.	Maintains contact with suppliers and evaluates their proposals	
9.	Stays current on new components, design and manufacturing methods and other industry trends by attending vendor trade shows, vendor training, and reading trade journals.	
10.	Prepares orthographic and isometric drawings for catalog illustrations and other marketing literature.	
11.	Provides technical support and documentation during the development of unit owner's and operator's manuals	
12.	Maintain existing, as well as develop new PLC Programs.	



Position Description
Electromechanical Engineer

Competencies Required to Fulfill the Essential Job Functions

- | | |
|-----------|--|
| 1. | Knowledge of 3-D and 2-D CAD design, project management, manufacturing, word processing, spreadsheet, psychometrics, HVAC design, quality software, internet software and logic PLC Programming. |
| 2. | Mathematical concepts including probability and statistical inference and fundamentals of plan and solid geometry and trigonometry. Ability to apply fractions, percentages, ratios and proportions to practical situations |
| 3. | Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. |
| 4. | Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. |

Work Environment

Exposure to production floor near moving mechanical parts, fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.

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. Employees is required to sit, use hands, talk and hear.

Personal Protective Equipment (PPE)

Employee is required to adhere to all required PPE, including but not limited to: safety glasses, hearing protection, gloves appropriate for material being handled. Leather steel toe boots are recommended while on shop floor.

AAP/EEO Statement

The company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to veteran or uniformed service status, race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures: This job description has been approved by: Department Manager: **TIM FRIEDAY**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____ Date: _____