

State Wide Windows, Inc.
Job Description

Job Title: Engineering Technician
Department: Engineering
Reports To: Engineering Manger

SUMMARY

Operates computer-aided design (CAD/Inventor) system and peripheral equipment to create, or modify product designs for use in producing manufactured window and doors. Provides business office clerical assistance by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reviews work order and procedural manuals to determine (CAD/Inventor) dimensions of design.

Calculates figures to convert design dimensions to resizing dimensions specified for subsequent production processes.

Locates file relating to specified design projection data base library and loads program into computer.

Prepares and maintains manual or computerized record systems providing detailed parts information such as complete description, quantities, operational characteristics, functions, and specifications.

Prepares and updates parts catalogs, manuals, and related documentation.

Releases data and documentation to authorized departments and organizations.

Answers telephone, conveys messages, and runs errands.

Enters specified commands into computer to retrieve design information from file and display design on (CAD/Inventor) equipment display screen.

Types commands on keyboard to enter resizing specifications into computer.

Confers with engineering and design staff to determine design modifications and enters editing information into computer.

Keys in specified information to produce graphic representation (hard copy) of design for review and approval by engineering and design staff.

Enters specified information into computer to generate computer tape of approved design.

Prepares graphs and/or charts of data for analysis.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental 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.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 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.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.