

Reid-Ashman Mfg. Job Description



Job Title: Mechanical Engineer
Department: Engineering
Reports To: Engineering Manager
FLSA Status: Exempt

SUMMARY

Researches, plans, and designs mechanical and electromechanical products and systems, and directs and coordinates activities involved in fabrication, operation, application, installation, and repair of mechanical or electromechanical products and systems by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may also be assigned)

Researches and analyzes data such as customer design proposal, specifications, and manuals to determine feasibility of design or application.

Determine feasibility of designing new manipulators or modifying existing designs considering costs, availability, space, time limitations, company planning, and other technical and economic factors in harmony with corporate goals.

Designs and develops complex mechanical machine tools.

Plans and directs engineering personnel in fabrication of test control apparatus and equipment, and development of methods and procedures for testing products or systems.

Directs and coordinates fabrication and installation activities to ensure products and systems conform to engineering design and customer specifications.

Prepare product or system layouts and detailed drawings, assembly drawings and schematics.

Coordinates and directs manufacturing/building of prototype products or systems.

Coordinate operation, maintenance, and repair activities to obtain optimum utilization of machines and equipment.

Evaluates field installations and recommends design modifications to eliminate machine or system malfunctions.

Provide weekly job performance reports to management.

Periodic travel required to interface with customer, to acquire detailed project information, to evaluate prototype equipment, etc. Increased levels of travel may initially be required as part of training.

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

Bachelor's degree (B. S. Mechanical Engineering preferred) from four-year college or university. At least one year of design experience is preferred.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Applicant must have the ability to write reports, business correspondence and procedure manuals as well as be able to effectively present information and respond to questions from groups of managers, clients, customers and suppliers.

MATHEMATICAL SKILLS

Ability to comprehend and apply principles of calculus, modern algebra, trigonometry and statistical theory. Ability to work with concepts such as statics, mechanics of materials, kinematics, moments of inertia, centroids, design of experiments, probabilities and standard deviation.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.). Ability to deal with a variety of abstract and concrete variables. Ability to deal with inter-spacial relationships.

COMPUTER SKILLS

Strong CAD experience required including 3D modeling techniques and design. One or more years experience using a 3D modeling software package. Solidworks is preferred. Ability to use and a general understanding of Windows based operating systems. One or more years experience using Word and Excel.

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

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 sit. The employee frequently is required to communicate to internal and external customers and contacts. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee may be required to occasionally lift and/or move up to 25 pounds.

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.

GENERAL SIGN-OFF

We believe that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline the primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. I understand that I am expected to adhere to all company policies. I understand that the employment relationship between me and Reid-Ashman Mfg. remains at all times at-will and can be terminated at any time for any reason, with or without cause or notice.

Employee Name: _____

Employee Signature: _____

Date: _____

Updated 02/16/14