Production Department:
Engineering Department Assistant and Lead Industrial Technician

Classification:
Regular Full-Time (40 hours/week,) Non-Exempt; Monday-Friday 7:30 am – 4:00 pm (Flexible)

Scope of Responsibility:
Reports directly to Production Supervisor. In absence of supervisor: COO.

Job Description and Qualifications:
Engineering Department Assistant supports the engineering team by creating and performing experiments, tests, and evaluations, while also assembling and calibrating large industrial panels following established guidelines. Typical duties include use of scientific methodology for experiments and testing, following work orders and bills of material, assembling finished goods with on-site training, operating tools and large mechanical equipment, and designing, building, and using pressurized testing systems. Minimum qualifications and requirements include higher education from a trade school with engineering or mechanical backgrounds or experience equivalent, manual dexterity, and the ability to lift 50+ pounds. Additional requirements include but are not limited to familiarity with tools and machinery, intermediate to advanced computer skills, deductive reasoning, and the ability to problem-solve in a collaborative environment.

Expectations of Ideal Candidates:
- Punctual, dependable, confident, able to multitask and prioritize tasks, inquisitive, with good listening skills.
- Strong attention to detail, with the ability to take the lead with problem-solving.
- Maintain production quantity and quality across all product lines.
- Work independently within standard company procedures and policies.
- Review daily responsibilities and complete as needed within allotted time.
- Collaborate with other departments and employees to achieve goals and evaluate procedures.
- Can follow instructions, written and oral, and assess needs or identify issues to ensure product quality.

Assigned Duties:
- Assembly
  - Follows all assembly procedures and drawings.
  - Assemble quality goods for all downstream processes using basic hand tools.
  - Able to produce, understand, and identify all current production models.
  - Correctly label all units, sub-assemblies, and finished goods.
  - Working close with production and engineering to establish accurate labor values.
  - Maintain accurate Bills of Materials for industrial assemblies.
- Calibration
  - Use analytical and calibration equipment to build units to customer specifications.
  - Tune blenders within scope of accuracy using small, basic hand tools and calibration equipment.
• Keep calibration test equipment updated.
  ▪ Keep accurate calibration records.
  ▪ Send calibration test equipment in annually for recalibration.

• Data Entry
  o Build assemblies based on work orders and enter data into accounting software.
  o Log labor and additional inventory onto work orders for accuracy.
  o Enter data onto test sheets for calibration certification and accuracy.

• Quality Control
  o Use ultrasonic cleaning equipment correctly for certified models.
  o Verify correct labeling on all sub-assemblies, finished goods, and work orders.
  o Package/crate models for shipping using tape measure, saws, and drills to ensure product protection through transportation.
  o Work close with production and engineering team to standardize our quality control processes and documents for CRN/ISO.
  o Test incoming parts for conformity and accuracy.