



## POSITION DESCRIPTION

**JOB TITLE:** Engineering Technician                      **APPROVED BY:** Wilson Pinheiro  
**DEPARTMENT:** Proform                                      **APPROVED DATE:**  
**REPORTS TO:** Manufacturing Manager                      **FLSA STATUS:** Non-Exempt

### SUMMARY:

Plans, directs and coordinates processes in the Proform Business Unit by performing the following duties.

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

**OTHER JOB DUTIES:** As assigned by management.

- *Ability to read blueprints and complete the required measurements to insure conformance to the customer specifications*
- *Familiar with optical comparator operations & functions*
- *Ability to accurately measure dimensions using drop gages and any supports equipment required to properly determine part conformance*
- *Perform First Article inspections as required for existing products or prototypes*
- *Develops/edits/updates Manufacturing /Engineering instructions, work instructions, worksheets, procedures and related documentation as required*
- *Prepare all appropriate testing and evaluation paperwork and samples as required for internal and external laboratory analysis as required*
- *Develop “hands on” manufacturing functions (sec. ops.) as required*
- *Inspects molded parts, tooling and molds for conformity to drawings and specifications*
- *Develops, evaluates and improve manufacturing methods*
- *Confers with engineers concerning product design and tooling to ensure efficient production methods*
- *Works with Engineering staff to estimate production times, staffing requirements*
- *Interacts with Engineering staff to minimize/solve problems with production*
- *Confers with management and engineering regarding manufacturing problems with production*
- *Confers with purchasing and vendors as required*
- *Troubleshoots tooling issues as required*

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- *Assists in developing new processes to improve gross margins and maximize yields*
- *Customer interaction as required for tooling design prototypes and product development*
- *Drafts detailed drawings for setters to be used in production*
- *Sets up and performs tests on new products to obtain data for development, standardization and quality assurance and document results*
- *Creates engineering tests as required*
- *Records test procedures , result, and recommendations for changes in process*
- *Works with engineers and production workers to transition parts from prototype to production*
- *Sets up end of arm tooling for use on robotics and automation cells*
- *Sets up & tests automation cells*
- *Works with engineers to design end of arm tooling for robotics*
- *Develop and write robot programs for new products on automation cells*
- *Performs production tasks as required*
- *Other duties may be assigned*

**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 – MINIMUM QUALIFICATIONS:**

High school diploma or general education degree (GED) and three to five years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all unites of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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**CERTIFICATES, LICENSES, REGISTRATIONS:**

None Required

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

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 stand, walk, and sit. The employee is occasionally required to use finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color 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 occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

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**Prepared by: Parmatech-Proform Corp.**

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