

## **JOB DESCRIPTION**

### **Title**

Mechanical Engineer

### **Status**

Exempt, Full Time

### **Reports To**

Engineering Manager

### **Purpose**

Responsible for the mechanical design of a wide range of products used in the robotic, automated assembly, and mobile industries and other areas of the company interests.

### **Duties and Responsibilities**

- Customer Experience Mechanical Lead
  - Lead communications and collaborations with internal and external customers regarding mechanical concepts and designs.
  - Maintain scope, goals, and deliverables relating to projects.
  - Address concerns that impact the success of the project.
- Resource Planning
  - Identify and assist in the procurement of required third party resources.
  - Ensure designs meet feasibility requirements with engineering, manufacturing, and 3<sup>rd</sup> party resources.
- Time Management
  - Take full responsibility for meeting all established deadlines.
  - Communicate project status and timelines with project managers.
  - Participate in scheduled internal and external project meetings.
- Budget Management
  - Maintain established budget to include labor, materials, and third-party services.
  - Identify scope changes and coordinate impact with project managers.
  - Seek opportunities for additional project revenue.
- Quality Assurance
  - Ensure products and services meet or exceed the company's high standards.
  - Develop and build prototypes and run tests to measure functionality goals.
  - Record and evaluate testing data, altering designs as necessary to bring them to safety, performance, and efficiency standards.

- Risk Management
  - Identify and communicate issues that jeopardize the project.
  - Identify risks early and plan necessary resolution accordingly.
- Reporting
  - Maintain and report status, forecast, issue resolution, and deviations to appropriate internal and external customers.
- Sales Support
  - Assist sales in the estimating and scope process.
  - Provide technical information as requested.
  - Assist sales with on-site technical presentations as the subject matter expert.
- Technical Contribution
  - Provide startup duties when project and/or available resources dictate.
- Corporate Initiative
  - Recommend process improvements.
  - Participate in marketing and business strategy as requested.
  - Provide continuous product and technical input contributing to the company's market visibility and distinction.
  - Promote and exhibit cultural enthusiasm towards the success of the company.

### **Qualifications**

- 4-year technical degree in related field.
- Solid organizational skills to include attention to detail and multitasking.
- Minimum 3 years experience in mechanical engineering.
- Minimum 3 years CAD/Solidworks programming experience.
- Competent use of relevant software including Microsoft Office, scheduling software, Gantt charts, and related project management tools.
- Proficient with hand tools, power tools, and fabrication equipment.
- Ability to travel as needed with the expectation to be approximately 10%.

### **Preferences**

- A natural and determined desire to serve customers in a positive and professional manner.
- Thrives on the challenge of multitasking and contributing to effective and motivated teams.
- Confident and persistent problem solver.

### **Performance Measurements**

Performance will be measured by:

- Customer satisfaction with end results and overall experience.
- Meeting or improving required schedules.
- Meeting or exceeding quality standards and specifications.
- Meeting or improving budgeted estimates.
- Continuously demonstrate and promote a culture of ownership thinking.

**Direct Reports**

No direct reports.

Approved By:

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Engineering Manager

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Date

Accepted By:

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Employee

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Date