JOB DESCRIPTION

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| Position Title: **Engineering Technician** | | Approved: |
| Division/Department: **Engineering** | Shift: **Day** | Salary Band: |
| Reports To (Title): **Engineering Manager** | Date: **Open until role is filled** | |

#### POSITION DESCRIPTION

**OVERVIEW:**

American Flexible Products is looking for an Engineering Technician to be a key role in our daily activities. The Engineering Technician is responsible for retrieving, storing, maintaining, and managing technical data in various paper and electronic formats. This position administers change management processes for creating, storing, and controlling customer technical data used to perform subsequent design and manufacturing activities. The Engineering Technician will have a thorough understanding of manufacturing processes. Various CAD-based software will be used to create custom machine files for manufacturing of customer parts.

**MAJOR AREAS OF ACCOUNTABILITY**:

Include the following. Other duties may be assigned

* Develop an understanding of each process necessary for the project at hand including, but not limited to, machine selection and process planning
* Transfer quoted production methods for each part to the part creation module within ERP system
* Ensure most efficient production processes used at time of part creation
* Perform computer aided design (CAD) drafting support
* Creates drafting files from notes, sketches, or customer-provided blueprints
* Read, evaluate, and interpret designs and drawings
* Use a variety of CAD software programs to create designs in 2D cut files for Water Jet, Laser, and Digital Cutter
* Administer change management processes for storing and controlling customer technical data used to perform subsequent design and manufacturing activities
* Maintain an organized system of document status via multiple interfaces including, but not limited to, Excel, Outlook, AutoCAD, and Adobe Acrobat
* Prioritize workloads to effectively manage documents that have short turnaround times for processing
* Coordinate the review and revision of procedures, specifications, and forms
* Interact on as-needed basis to provide support and coaching for participants in the revision process
* Promotes economy and efficiency in the creation, organization, maintenance, retention, use, and disposition of AFP customer documents
* Coordinates simple, efficient records retrieval requests and responds in writing to requests for information
* Assists in records organization, packing, listing, auditing, and retrieving records from third party record partners
* Performs all other duties as assigned or needed

**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:**

* Three to five years of related experience in a manufacturing environment
* Associate degree in Engineering field or equivalent

**MINIMUM QUALIFICATIONS:**

* Ability to read and interpret documents such as blueprints and assembly drawings
* A solid foundation in engineering concepts is a vital requirement
* Strong analytical and problem-solving skills, as well as a keen attention to detail
* Ability to effectively prioritize tasks be flexible and self-directing
* Ability to work within strict deadlines with the capability to work on multiple projects accurately and efficiently
* Excellent math skills required

**COMPUTER SKILLS**:

* Microsoft Office suite required
* ERP experience required (Epicor Preferred)
* CAD experience required (AutoCAD, Fusion360 preferred)

**COMMUNICATION SKILLS**: Must have the ability to communicate effectively with team members and leadership staff.

**PHYSICAL DEMANDS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** This position will spend time in both an office setting and a manufacturing environment. The work area in the production environment includes exposure to noise, moving machinery and a temperature-controlled environment. The noise level in the work area is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.