

## JOB DESCRIPTION

## RAYMON-DONCO AIR DISTRIBUTION EQUIPMENT

Job Title: Engineer Tech

Classification: Salaried, non-exempt

Reports To: Director of Engineering and VP Production and Engineering

**SUMMARY OF RESPONSIBILITIES:** Performs various engineering duties including product and equipment design, CAD functions and production support.

### SPECIFIC DUTIES:

1. Writes programs for CNC turrets and laser machines.
2. Assists with design of specialty products, tooling and equipment.
3. Designs and constructs prototypes and samples, using/operating production equipment
4. Provides documentation of products and equipment and other CAD projects as assigned using AutoCAD software.
5. Completes write-ups of factory production orders for designated products.
6. Provides customer service and production support for designated products.
7. Assists with development of database programs for factory production orders.
8. Establishes and meets personal goals.
9. Demonstrates compliance with the Raymon Code of Conduct and other company policies and rules.
10. Performs other duties as assigned.

### QUALIFICATIONS:

Minimum of two-year associate degree in mechanical design combined with strong mechanical skills. Experience in manufacturing environment or equivalent specialized training helpful.

Experience with AutoCAD along with general computer skills in word processing, spreadsheet and database.

Requires accuracy, attention to detail, ability to work without constant supervision; is a team player and demonstrates competent organizational and problem solving skills.

Effective written and verbal communication skills demonstrated in a cooperative and friendly manner.

Work in both factory and office environments as required. 40 hour work week – daily attendance.

Ability to work with hands, see to do the work, some lifting, bending, standing and stooping.

Raymon-Donco - An equal opportunity employer – Pre-employment Drug testing required.