

GREAT NORTHERN EQUIPMENT DISTRIBUTING, INC.



Job Title: Engineering Technician

Last Update: 03/15/2021

Reports to: Engineering Manager

Supervises: None

Department/Location: Engineering/Renville, MN

Work Schedule: M-Th 7:00am – 4:30pm, F 7:00am – 12:00pm

Eligible for remote work: No

Basic Function: The Engineering Technician works closely with engineering, fabrication, and assembly departments to assist with manufacturing changes. This role is responsible for loading/maintaining bills of materials and structuring routing information in K&M's ERP system (Made 2 Manage). This individual is also responsible for loading flat pattern model data necessary to produce both metal and foam constructed flat parts.

Essential Functions:

- Generates part numbers, Bills of Materials, and routings in ERP system and verifies BOM to engineering supplied prints.
- Generates technical documents required for the installation/assembly of new and existing products.
- Responsible for all engineering change documentation (ECO/ECN) and releases.
- Reviews engineering change orders (ECO) and updates BOM routings as necessary.
- Works closely with assembly department to supply drawing content and engineering guidance.
- Coordinates ECN circulation/distribution with supporting departments.
- Coordinates ECOs with customers, engineering, purchasing and manufacturing.
- Generates/modifies CAD models as required.
- Creates/details new and existing drawings as required.
- Generates NC nesting files as required to support manufacturing.
- Keeps supervisor informed of important developments/issues.
- Attends training as directed by K&M
- Assumes additional responsibilities as assigned or apparent.

Secondary Functions:

- Assists tech support to resolve issues with products.

Knowledge/Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to see a job through to completion.

- Passion to provide a quality product.
- Willingness to learn and follow all organizational values and policies.
- Looking for honesty, dependability and uncompromising ethics. Must treat people with respect, work with integrity and must be ethical.
- Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback, Willingness to assist others.
- Take initiative to locate missing information or find possible solutions to issues.
- Always conducts herself/himself in a professional manner.
- Adapts to changes in work environment; changes approach or method to best fit the situation; able to deal with frequent change.
- Ability to effectively manage timetables, time requirements and deadlines.

Qualifications and Experience:

Required

- An associate degree in engineering or drafting with at least 1 year of experience in manufacturing/assembly.
- Basic understanding of Process/Production Flow, and MRP systems.
- 3D CAD design experience.
- Ability to perform basic measurements to reverse engineer parts and/or ensure quality standards.
- Ability to create engineering documents, and work closely with members of the engineering, manufacturing, and purchasing departments.
- Excellent follow-up skills to drive ECNs to completion.
- Efficient with Microsoft desktop applications (i.e., Excel, Word, Power Point, and Outlook).
- Strong communication skills and ability to work independently.
- Self-motivated individual who must balance a large work load.
- Proven ability to meet deadlines and to multi-task on multiple projects.
- Ability to communicate effectively, both orally and in writing, with coworkers, customers, and vendors.
- Honesty, dependability and unconditional ethics. Treats people with respect; works with integrity and ethically; upholds organizational values.

Preferred

- A bachelor's degree in engineering or closely related field.
- Previous experience with Made 2 Manage ERP software.
- Sigma Nest software experience.

Machines/Equipment: In the normal course of performing the duties of this job, a desk phone, headset/hands free device, notebook/desktop computer, and hand tools will be used/provided.

Physical Demands:

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.

- Frequently required to use hands to handle objects, talk and hear.
- Ability to lift/move up to 40 lbs. regularly.
- Frequent bending, twisting, stooping, reaching and lifting.
- Ability to climb into various industrial farm equipment and tightly confined spaces.
- Specific vision abilities required include close vision, distance vision. Peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

Office: Office setting is climate controlled and the noise level is usually quiet to moderate.

Warehouse: Warehouse setting is partially climate controlled and the noise level is usually moderate. Employees may be regularly exposed to forklifts and other material moving equipment.

Production/Shop Floor: Shop floor is not climate controlled and the noise level is usually moderate and above. Employees may be regularly exposed to welding, press, saws, grinding and cutting equipment. Personal protective equipment is recommended in some areas.

Summary: This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, and responsibilities or working conditions associated with the position.