



1391 Phelps Junction Rd.      PHONE: (315) 548-4040  
P.O. Box 118                      FAX: (315) 548-4200  
Phelps, NY 14532

## **- Job Description -**

Revision N/C

**JOB TITLE:**      Engineering Technician

**DEPARTMENT:** Engineering

### **JOB DESCRIPTION:**

#### **A. Purpose and Scope**

The Engineering Technician is responsible for the support of Product and Engineering projects as required. Additionally, the Engineering Technician is also responsible for complying with quality systems procedures, as required.

#### **B. Duties and Responsibilities**

- a. Perform engineering support activities as directed. Direction will generally come from the Project Engineers or the Chief Engineer as applicable
- b. Interface with Project Engineers, other departments within the company and external suppliers
- c. Develop detailed design drawings using computer-assisted design/drafting equipment and software

#### **C. Organizational Relationships**

The Engineering Technician reports as assigned by the Chief Engineer/Senior Designer.

### **JOB REQUIREMENTS:**

#### **A. Education and Training**


A two-year technical degree, or equivalent related experience, and/ or training or equivalent combination of education and experience is required.

#### **B. Technical Requirements**

- a. Knowledge of computer-assisted design/drafting equipment and software
- b. Good math skills and the ability to think logically and geometrically
- c. Interpersonal skills and leadership ability
- d. Excellent communication skills both verbal and written

#### **C. Managerial Experience**

No prior managerial experience is required.

 1-29-03  
General Manager Approval                      Date