**Electrical Engineer**

**Summary**

This position researches, develops, designs, and tests electrical components, equipment, and systems by performing the following duties.

**Responsibilities Include:**

* Design/Draw/redraw components and/or Assemblies from hand sketches or AutoCAD drawings into SolidWorks. Must be capable of detailing prints.
* Must be comfortable in an office environment & shop environment.
* Must be detail oriented in design/job release to manufacturing.
* Work with hand tools and/or power tools to assist in assembly, repair, or troubleshooting of machinery.
* Must design components in a cost-conscious manner, and strive to reduce cost on existing components and/or assemblies.
* Listen to assembly/manufacturing requests or concerns, and institute the proper procedure to resolve issues.
* Must be flexible with responsibilities/projects/duties as these may change daily based on work loading.
* Travel: Generally less than 10%. Travel may be to a trade show, bakery, seminar, or similar.
* Position is full time and includes: Salary, Medical benefits package, Vacation time, Holiday pay, & 401K plan. Salary TBD based on experience.

**Desired Skills & Experience**

* Strong mechanical aptitude.
* Prefer BS in Electrical Engineering or similar, but will consider years of related experience as a substitute.
* Understanding of mechanisms, pneumatics, and manufacturing processes.
* SolidWorks 3D Expert, includes large assemblies
* Prefer experience with a simulation/animation package (for creating sales presentations, and fully workable solid model for critical design areas.
* BOM Creation/Modification with an ERP system
* Logical thinker with strong problem solving skills, focused on providing solutions.
* Excellent written and verbal communication skills.
* Ability to work independently with little to no supervision.
* Multi-tasking, strong organizational and time management skills.
* Strong collaboration skills, including ability to work effectively with all departments.
* Ability to perform tasks involving bending, kneeling, lifting, sitting, standing and other positions.
* Proficient with Microsoft office products.

**Competencies**: To perform the job successfully, an individual should demonstrate the following:

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Team Leadership - Fosters team cooperation; defines team roles and responsibilities; supports group problem solving; ensures progress toward goals; acknowledges team accomplishments. Treats all coworkers with respect fostering a team atmosphere.

Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events. Able to work comfortably in the office, manufacturing, assembly, and in customer facilities. Travel may also include trade shows, training seminars, etc. Travel may be up to 50% at times.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**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.

**Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to communicate with international clients and customers.

**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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.