

Job Title:

Engineering Technician

Date:

July 18, 2022

Minimum Skill Requirements:

- 2 Year post secondary education in Mechanical or Industrial Technology
- 1 year experience in CAD based design (Solidworks considered an asset)
- Able to read a Blueprint / 2D Drawing
- Basic Understanding of GD&T
- Familiar with Microsoft Office
- Familiar with general manufacturing processes
- Good communication skills
- Good organizational skills
- An open mind and willingness to learn
- Ability to problem solve and act quickly in a fast-paced environment

Job Description And Duties

- Reports directly to Engineering Supervisor and / or Engineering Manager
- Aid the Engineering Supervisor / Manager in completing tasks as directed
- Follow Engineering ISO procedures
- Participate in APQP meetings and Design reviews
- Track and maintain spending sheets for initial program launches
- Create and maintain a CAD based tooling library
- Using Solidworks to create CAD models and drawings for machine tooling
- Help develop and work towards standardization within Engineering department
- Source & maintain tool inventories for new and existing projects
- Assist in Research & Development opportunities
- Remain current on all latest manufacturing techniques and technologies
- Maintain Central Filing System, create and issue DCN/ECN's
- Work closely with all departments to provide engineering support
- Occasional travel to suppliers and customers as needed

Approved By:

Shawn Ramdeo

Date:

July 18, 2022