

JOB DESCRIPTION & SPECIFICATION

Job Title:	Engineering Technician	Reports to (Title):	Engineering Manager/Supervisor
Department:	Engineering	Location:	Colborne, ON

Job Duties & Responsibilities

- Manage DCN & ECN's and maintain the Central Filing System, Electronic Database, and controlled documents
- Work closely with Toolcrib attendant & suppliers to monitor and maintain production tool inventories
- Assist with R&D and departmental standardization initiatives
- Participate in APQP and design reviews
- Provide design support (**SolidWorks**) for production and new project launches (cutting tools, fixturing, gauging, robot tooling etc.)
- Lead and track project launch activities while ensuring deadlines and budgets are met
- Assemble fixturing as required
- Support Engineering Manager/Supervisor with any related tasks as needed

Minimum Qualifications & Skills

- Minimum 2 year post-secondary education in Mechanical or Industrial engineering
- 2+ years experience with 3D CAD modeling software or proven proficiency with SolidWorks (CSWA/CSWP Certification Preferred)
- Familiarity with manufacturing processes (cutting tools, fixturing, CNC machines, hydraulics)
- Good working knowledge of GD&T
- Ability to read and interpret mechanical drawings
- Strong grasp of design principles with a clear methodical approach to trouble shooting and problem solving
- Hands on experience with assembly considered an asset
- Experience with Microsoft Project considered an asset
- High attention to detail
- Strong Organizational skills (Understanding of **5S** Principles)
- Excellent communication skills

Approved By:		Date:	
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