

## JOB DESCRIPTION

**POSITION**            **Engineering Support**  
**DEPARTMENT**    **Engineering**  
**REPORT TO**        **Electrical Engineering Manager**

### GENERAL SUMMARY

Serves as support for the Engineering team at Kaufman Engineered Systems. Job may include electrical design, CAD, ordering parts, preparing shop packages for system setup, creation of equipment manuals and other duties assigned while assisting the engineering team.

### ESSENTIAL DUTIES AND FUNCTIONS

- Ability to work in a dynamic environment and adapt to frequent project changes.
- Ability to work effectively as part of a team or independently with minimal oversight.
- Assist lead engineers with electrical design and drawing package for projects.
- Assist lead engineers with bills of material and ordering of parts.
- Ability to work with shop personnel on the proper setup and wiring of equipment on the shop floor.
- Assist with testing and debugging of equipment in preparation for customer Factory Acceptance Testing.
- Assist engineers with customer's Factory Acceptance Testing.
- Create equipment manuals and develop maintenance documentation for projects.
- Prepare shop packages for shop personnel to label and wire equipment on shop floor.
- Performs a variety of marginal duties not listed, to be determined and assigned as needed.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Familiarity with and understanding of engineering concepts and terminology is important. Knowledge of Adobe Acrobat, Excel and MS Office is required. Mechanical aptitude and experience with AutoCAD are helpful.

### EDUCATION AND EXPERIENCE

A high school diploma is required. Post-secondary and/or technical school education is highly desirable.

### SUPERVISION

Position reports directly to the Electrical Engineering Manager and is under his/her general direction.

**LANGUAGE SKILLS**

Communicates effectively in both oral and written communications. Communicates with people outside the Company, representing the Company to customers, the public, government, and other external sources. Communicating with supervisor, peers and other Company staff working as part of a team contributing to Company goals.

**REASONING ABILITY**

Must be able to work with either verbal direction and/or from engineering sketches/calculations to produce an acceptable work product with minimal supervision. Ability to define problems, collect data, establish facts, and draw conclusions drawing upon experience, research, and input from peers. This position may perform multiple job tasks daily. Directs unusual or complex problems encountered to the appropriate engineering manager for input and/or direction.

**WORK ENVIRONMENT**

While performing the duties of this position, the employee regularly works in an office environment with low to moderate noise. The employee will occasionally work on the shop floor to assist with initial startup and debugging of equipment. Wearing of safety clothing and equipment may be required at times.