



Engineering Technician II

EMPLOYMENT AGREEMENT: Non-Exempt

ADVISOR: Product Engineer Manager

PRIMARY CHARACTERISTICS:

- **Principles:** Support and model the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- **Team Work:** Work with engineering teams to design, fabricate, assemble, test and troubleshoot parts, fixtures, equipment and tools required by Reell. May provide hands on training for Engineers, Engineering Technicians and Operations personnel on sample and test procedures, equipment, and tools.
- **Continuous Improvement:** Apply testing and tech shop best practices. Actively maintain and improve the capabilities and organization of the sample and test areas.
- **Professionalism:** Conduct yourself in a respectful manner toward all coworkers and customers. Provide support in a constructive and considerate manner.
- **Mechanical and Data Collection Aptitude:** Inherent ability to understand sample and test concepts and multiple methods of testing and data presentation. Timely anticipation of value and results of tests for engineering team.
- **Safety Conscious:** Perform jobs in a safe manner and conform to all safety rules and requirements.

KEY RESPONSIBILITIES:

- **Produce Small Quantities of Products from Design Concept:** Produces small quantities of products including but not limited to: prototypes, customer samples, pilot runs, products released for production and modified products from design concepts.
- **Measure and Test both Reell and Competitor Products:** Confers with design engineers to determine appropriate measuring techniques and testing procedures. Determine which test equipment should be used. Take measurements, conduct tests, record and analyze test data.
- **Document Design Changes and Final Design:** Reviews current drawings, sketches, prints and other expressions of design concepts to determine whether they reflect all intended changes. Suggest all appropriate design documentation revisions to Product Development Engineers.
- **Assume Ownership of Assigned R&D Equipment:** Identifies and takes possession of each item of R&D equipment assigned. Provide appropriate storage, monitor condition, conduct appropriate preventive maintenance, repair, and monitor coworkers to ensure that the equipment is operated safely and efficiently.
- **Assemble, Debug and Qualify Production Tooling:** Reviews tool models and prints to understand operation of the tool. Understand the relationship between tool reference surfaces and product datums and the interaction between them. Assemble and debug tooling. Qualify tooling by operating tooling.
- **Assemble, Debug and Qualify Production and R&D Equipment:** Reviews equipment models and prints to determine datum, critical dimensions and product specific tooling requirements. Understand the

relationship of operator stations and controls, guarding requirements and maintenance access. Assemble and debug equipment. Verify that equipment functions as intended.

- Other duties as assigned.

SKILLS REQUIREMENTS:

- Adaptability
- Analytical Thinking and Problem Solving
- Continuous Learning
- Customer and Quality Focus
- Time and Task Management
- Communicates effectively with Engineers, Engineering Technicians and other Coworkers
- Understands the intended function of equipment and processes. Keeps equipment and processes functioning as intended
- Participates effectively in design and project reviews
- Qualified operator of Tech Shop equipment and Inspection equipment

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- Two year's experience as an Engineering Technician I or in a substantially equivalent position
- Demonstrated technical knowledge equivalent to a two year technical degree

PREFERRED REQUIREMENTS:

- Five years experience as an Engineering Technician I
- Two year technical degree
- Demonstrated competence is using SolidWorks and Microsoft Excel

PHYSICAL REQUIREMENTS:

- Able to lift 75 lbs
- Able to work in a manufacturing and office setting
- Able to stand while operating machine tools for eight hours with two fifteen minute breaks and one thirty minute lunch break
- No allergic reaction to organic solvents, oils, coolants and other materials used fabricate products and tooling