

12/29/20

AndyMark, Inc.

Position: Engineering Technician

Reports to: Director of Engineering

Supervisory Responsibility: This position has no supervisory responsibilities

Job Summary and Key Objectives: This position will work closely with AndyMark mechanical and electrical engineers and administration as well as operations and manufacturing personnel. This individual may assist engineers with assembly of mechanical and/or electrical systems, support structures, or assemblies and may install components, subassemblies, and wiring using rivets, bolts, and soldering. In addition he/she will assist with product assembly and debug, assist with product testing and create product documentation.

Key Responsibilities and Tasks: *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Modifies or creates CAD drawings and documentation for specific products and parts
- Assists with building prototype products
- Assists with product testing and evaluation and the appropriate documentation
- Assists with testing functional performance
- Assembles products and parts
- Inspect wiring installations, assemblies, and circuits
- Operates production equipment, as needed
- Assist with order fulfillment duties, as needed
- Assists with parts inventory and helps maintain appropriate level of stock parts
- Assists in maintaining a clean and organized lab and office space
- Work collaboratively with office and production staff

Qualifications and Education:

- Technical degree (associates or higher) in a related engineering field preferred, participation in a design team in high school or college or professional experience is also acceptable.
- Must have experience with CAD (SolidWorks strongly preferred)
- Must have experience using basic hand tools (experience with shop equipment such as band saws, drill presses, etc. preferred)
- Experience with low voltage electrical connections and soldering strongly preferred
- Must have the ability to work on multiple projects within the same day
- Must have the ability to follow directions, work independently with minimal supervision
- Works with a flexible schedule and demonstrates effective time management

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- Experience as a participant or mentor on a *FIRST* Robotics Competition or *FIRST* Tech Challenge team is preferred
- Willingness to learn new skills as necessary

Work Environment: This position operates in a professional office/ lab environment at the AndyMark facility. This role routinely uses standard office equipment such as computers, phones, photocopiers, and is required to use a lab facility for development and testing of products. The employee may be exposed to fumes or airborne particles, moving mechanical parts, and vibration.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the responsibilities and tasks.

While performing the duties of this job the employee is regularly required to sit, walk, stand, use hands and fingers to handle or feel, reach with hands and arms; and talk or hear. The employee will frequently lift or move objects up to 10 pounds and occasionally lift or move objects up to 65 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, and the ability to adjust vision.

Travel: The employee may be asked to travel to local or out of state *FIRST* competitions.

EEO/AAP Statement: *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.