

POSITION DESCRIPTION for ENGINEERING TECHNICIAN

IDENTIFYING INFORMATION

Job Title: Engineering Technician

Regular Hours: M-F; TBD by Supervisor

Department: Engineering

FSLA: Non-Exempt

Reports To: Engineering Manager

Effective Date: March 10, 2021

POSITION SUMMARY

PRIMARY FUNCTION

The Engineering Technician, reporting to the Engineering Manager, will be responsible for the maintenance of Assembly Services (AS) Bills of Material (BOMs), Production Routings and Work Instructions. The Engineering Technician will utilize their knowledge of SNC AS products, processes, and documentation requirements to ensure the accuracy, completeness, and clarity of the documentation sent to the manufacturing floor. Additional responsibilities involve working directly with the Manufacturing Technicians to resolve AS manufacturing and test issues real-time, as well as conducting proactive reviews of engineering drawings for manufacturability and accuracy, performing production related time studies, and assisting with other engineering related projects in the office and on the production floor. At all times, the Engineering Technician will look for opportunities to improve manufacturing processes/facilities and report them to the team.

YOUR NUMBER

For each position, Swagelok Northern California utilizes one key metric to drive success and provide clarity in decision-making. The key metric (“Your Number”) for this position is: **0 (zero)** missed opportunities for process/facility improvement, regarding both identification and solution implementation.

DUTIES AND RESPONSIBILITIES

- Participating in design reviews to assess the completeness and correctness of all production-related documentation
- Maintenance of BOMs, routings and procedures to correct omissions and errors
- Performing production studies (time study data collection, process/documentation validation).
- Proactively collecting feedback from production staff and relaying it to the engineering team.
- Continuously looking for process and facility improvements and working with the engineering/production departments to implement solutions.
- Performing other engineering related projects and tasks as assigned.

EDUCATION AND EXPERIENCE

EDUCATION & CERTIFICATIONS

High School diploma or GED.

WORK EXPERIENCE

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- Strong experience in a manufacturing environment (at least 5 years required, 10 preferred)
- Strong experience with assembly processes and business management systems (ERP)
- Experience working/communicating with multiple departments and across diverse teams.
- Experience with CAD/drafting software.

SKILLS & COMPETENCIES

Technical Skills:

- **Engineering Documentation.** High proficiency in the reading and understanding of requirements within Engineering documentation (e.g. drawings, BOMs, Specifications, Procedures, etc.)
- **Detail Orientation.** Ability to observe and assess processes with a strong attention to detail.
- Basic math skills
- **Manufacturing Knowledge.** Familiarity with common manufacturing tools/machinery and inspection-related equipment.
- **Computer Savvy.** Competency with computers and digital communication.

Non-Technical Skills:

- **Communication.** Excellent verbal and written communication skills, with the ability to communicate effectively and respectfully with all associates throughout the organization.
- **High Standards.** Commitment to excellence and high standards.
- **Precision.** Ability to understand and follow written and verbal instructions. Ability to follow procedures rigidly. Detail oriented.
- **Professional** appearance and demeanor.
- **Adaptability.** Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm. Multi-tasking.

ESSENTIAL VALUES FOR SUCCESS AT SWAGELOK NORTHERN CALIFORNIA

- **Respect.** Create an environment where people are trusted, respected, and treated fairly.
- **Innovation.** Challenge conventional wisdom to create new value for the customer.
- **Customer Focus.** Create value for the customer in order to create value for Swagelok.
- **Integrity.** Choose to do the right thing with courage and character.
- **Quality.** Provide high value and high performance in our products, processes, and services.
- **Continuous Improvement.** Consistently do things better to enhance safety, savings, and productivity.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Continually required to sit or stand
- Often required to move around an office, production or warehouse environment
- Continually required to communicate with various stakeholders
- Continually required to read and view a computer screen

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- While performing the duties of this job, the noise level in the work environment is typical of an office, production or warehouse setting.

SIGNATURE

By my signature below, I affirm my understanding of the key responsibilities, knowledge, skills, acumen and competencies required for this position.

By my signature below, I affirm my understanding that the position description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Associate:

Date:

Supervisor:

Date: