

**SUMMERS MANUFACTURING COMPANY, INC.
POSITION DESCRIPTION**

POSITION TITLE: Engineering Technician
IMMEDIATE SUPERVISOR: Director of Engineering
SUPERVISION RESPONSIBILITIES: No

DEPARTMENT: Engineering
FSLA: Non- Exempt

1. GENERAL SUMMARY OF RESPONSIBILITIES:

Support the development of new and existing products, and improvements to production processes by becoming a product and process subject matter expert through collaboration with production and engineering teams.

2. SPECIFIC JOB RESPONSIBILITIES:

- A. Create and modify documentation of products including Operator's Manuals, Set-Up Manuals, Assembly instructions, and Parts Manuals.
- B. Complete time studies in support of line balancing and improved product flow.
- C. Document Production and Standard Operating Procedures in support of Summers production system.
- D. Create renderings and drawings for use in product documentation.
- E. Document production quality issues and track corrective action process.
- F. Oversee the Engineering Change Management Process.
- G. Other duties as assigned

3. JOB SPECIFICATIONS:

A. Education/License/Certification Requirements

- 1. Two (2) year degree in the areas of manufacturing, engineering, or drafting, or equivalent work experience.
- 1. Valid North Dakota driver's license with a clean driving record, required.

B. Experience Requirements

- 1. Experience with parametric solid modeling CAD system, required. Experience with Autodesk Inventor, preferred.
- 2. Mechanical knowledge and/or background.

3. General knowledge of the manufacturing process and farming practices, preferred.
4. Ability to understand, document, and communicate operation and maintenance procedures.
5. Knowledge of drafting standards, preferred.
6. Flexibility and proven ability to handle multiple projects at once, required.

C. Competencies

1. Organizational Skills
2. Attention to Detail

D. Communication Requirements

1. Excellent communication skills, required.
2. Ability to work as part of a team, required.
3. Excellent customer relation skills, required.

E. Physical Requirements

1. Ability to walk and stand for long periods, up to two (2) hours, required.
2. Ability to sit up for long periods of time, up to four (4) hours, required.

F. Lift and Carry Requirements

1. This position requires infrequent lifting and carrying of machine parts, weighing up to 35 lb. in the following situations;
 - a. Lifting parts from machinery while working on a machine.
 - b. Carrying parts short distances.
2. This position may require infrequent lifting and carrying of machine parts weighing over 50 lbs. using hand truck, hoist or forklift.

G. Equipment/Tools Requirements

1. Ability to utilize computer, printer and scanner, required.
2. Ability to utilize a variety of shop equipment, such as punch, shears, various hand and air tools, preferred.

3. Ability to operate farm equipment, preferred.

H. Environment Requirements

This position involves work inside and outside the plant, where conditions may get dusty, hot, cold, noisy and smoky and may involve exposure to some odors:

1. Ability to work around fumes and chemicals, required.
2. Ability to work around moving parts, required.
3. Ability to work outside, required.
4. Ability to work around loud noises, required.

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

- * Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.
- * Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- * Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.
- * Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

