



KONDEX CORPORATION POSITION DESCRIPTION

POSITION TITLE: Mechanical Designer
DATE: July 2022
REPORTS TO: Product Engineering Manager

POSITION PURPOSE/MISSION:

Coordinate engineering projects/designs and layouts.

ESSENTIAL DUTIES and RESPONSIBILITIES:

1. Project management for product and prototype development.
 - o Create, maintain, and report schedules to meet established project milestones.
 - o Create appropriate documentation of project activity, including design iterations, test reports, and cost estimates.
 - o Lead project development from concept through testing and into production-ready status.
2. Prepare purchase requisitions for the acquisition of parts.
3. Participate on cross functional design teams to prepare conceptual models and drawings for components and assemblies.
4. Prepare fabrication and assembly detailed drawings.
5. Create bills of material for components and assemblies.
6. Ensure correct setup of parts in system for manufacture of parts.
7. Coordinate and support testing of prototypes both in lab and field environments.
8. Coordinate the creation of cost estimates.
 - o Recommend material sources.
 - o Validate proposed manufacturing processes for accuracy and completeness.
 - o Review internal and external quotes for accuracy and completeness.
9. Provide support to production through the interpretation of drawings and the resolution of manufacturing problems necessary to meet design specifications.
10. Prepare Capital Appropriation Requests.

POSITION CHALLENGES:

- Ability to manage multiple projects
- Work within schedules and deadlines
- Effectively communicate project status

SUPERVISION EXERCISED: None

ORGANIZATIONAL RELATIONSHIPS:

- Primary internal contacts: Product Engineering team, Manufacturing Engineering team, Purchasing, and Account Managers
- Primary external contacts: Suppliers and Customers

QUALIFICATION REQUIREMENTS:

Minimum Technical Qualifications:

- Two-year Associate Degree in Mechanical Design Technology or equivalent experience
- 1 year design and drafting experience using 3D modeling software
- Working knowledge of Microsoft Office

Preferred Technical Qualifications:

- SolidWorks proficiency
- Prior project management experience
- Project Management certification

Highly Desirable Behavioral Competencies:

1. Active Communication
2. Adaptability
3. Assertiveness
4. Customer Orientation
5. Energy
6. Initiative
7. Learning Agility
8. Listening Skills
9. Organization & Planning
10. Problem Solving & Decision Making
11. Relationship Building
12. Results Orientation
13. Team Player

CULTURE: Follows Kondex Values & Beliefs

TRAVEL: Minimal

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