

### 1. SUMMARY

Responsible for implementation of engineering department procedures. Cooperates closely with members of other departments within the company including drafting, sales and marketing.

### 2. PRIMARY RESPONSIBILITIES

- Work with geotechnical team and other members of the Engineering department in evaluating and performing feasibility analysis on potential sites
- Review and approve design drawings and reports created by members of the Engineering and Drafting departments as well as by third parties
- Design projects according to Schletter design standards
- Design with and understand the functionality of the Schletter design tools
- Prepare construction drawings for sealing by Professional Engineer
- Ensure optimal applications of technology and engineering resources to meet product and customer requirements
- Provide technical direction and guidance to team members such as in house drafters and Sales
- Construction administration as needed as questions arise on site, including working with and advising project managers with respect to design/field considerations; Develop practical solutions for construction and design related issues
- Propose improvement of training materials in a continuous improvement environment
- Aid in the development of new and improved components and products
- Interact with external consulting engineers and customers in a professional manner
- Attend trade shows and conferences as required
- Conform with and abide by all regulations, policies, work procedures, safety rules, security procedures and instructions
- Other tasks and special projects as assigned

### 3. KNOWLEDGE AND SKILL REQUIREMENTS

- Bachelors of Science in Civil Engineering
- Must possess or be working towards obtaining the “Engineer-in-Training” or “Engineering Intern” certification
- Working knowledge of AutoCAD Inventor; Familiarity with RISA 3D preferred
- Basic knowledge of solar PV systems preferred
- Efficient using Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.) and the internet
- Strong and effective organizational, analytical, time and project management skills
- Ability to prioritize and to meet tight deadlines in an environment of competing priorities with a degree of autonomy and integrity
- Self-motivated and ability to work without constant supervision
- Sound decision making capabilities; Demonstrated creative problem solving skills within team and independent environments; Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Strong team player who can incorporate input from others and can generate consensus through inclusion

- Must be able to thrive in a fast-paced and dynamic work environment with an emphasis on accuracy and timeliness
- Intellectual curiosity and desire to learn from others
- Positive attitude, detail oriented, exemplary attendance, punctual, highly organized, flexible, quick learner, self-starter and reliable team member
- Ability to develop strong relationships
- Ability to manage diverse, simultaneous projects of varying complexities
- Solid and current understanding of engineering technical issues/needs, drafting and sales as related to product design
- Public speaking and presentation skills
- Excellent interpersonal, communication (both verbal and written) and negotiation skills for a wide variety of audiences
- Ability to succeed in an entrepreneurial environment.
- Willingness to work a flexible schedule and 40+ hours a week as necessary to meet deadlines

By signing below, I confirm that I have read and had the opportunity to ask questions about the responsibilities and requirements outlined in this job description. Furthermore I acknowledge and confirm my understanding and acceptance of the responsibilities and requirements for this position as outlined in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate employment at any time, for any reason.

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Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date