



Associate Engineer

Job Description

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|-----------------------|-----------------------------------------------|-----------------|---------------------|
| Department: | 200 - Engineering | Reports To: | Engineering Manager |
| Positions Supervised: | This job has no supervisory responsibilities. | | |
| Travel Required: | 10% | FLSA Status: | Exempt |
| Schedule: | M-F 8:30-5:30 | Classification: | Full-Time |
| Last Revision Date: | 4/7/2023 | Location: | Oldsmar, FL |

Job Summary

Associate Engineer is a product development role. This is perfect for a motivated individual who utilizes their engineering education and experience to research, develop and follow through to completion the manufacturing of new and innovative products for our industry. The ideal candidate will possess a BS in a related engineering discipline, experience in electro-mechanical product design, and interest in consumer products. Required are strong project management, demonstrated mechanical design skills, ability to work independently or as a team member, with a strong sense of urgency.

Duties and Responsibilities

The following are duties and responsibilities for the position. Other duties or functions may be performed as assigned.

- Design products from new conceptual designs or from modifications of existing designs.
- Design of components and assemblies to be produced via injection molding, die casting, machining, forming and stamping and which may include electrical or electronic components.
- Maintain project schedules and provide weekly reporting of project status
- Manage changing priorities and deadlines with agility
- Manage information flow between suppliers and the rest of the organization
- Prepare plans, layouts, assembly drawings, detail drawings as required, maintaining documentation and revision history utilizing the Windchill product data management system
- Create 3D rapid prototypes using a variety of technologies.
- Create renderings of concepts to demonstrate ideas
- Create detailed specifications for parts, testing and assembly.
- Schedule and conduct engineering design reviews
- Perform functional tests and root cause analysis for products, systems, and equipment.
- Communicate effectively with other engineering disciplines, Operations, Purchasing, QA, and Marketing to translate ideas into products in the warehouse ready to be shipped.
- Support Product Assurance group to create QA procedures and documentation for production.
- Document and report test results.
- Keep up to date on industry trends and competitive products.
- Assist in creation of customer facing product documentation for sales support
- Provide product training as required across company departments.
- Effectively communicate with other engineering disciplines, Operations, Purchasing, QA, and Marketing to translate ideas into products in the warehouse ready to be shipped.

Knowledge and Technical Skill Requirements

To perform this job successfully, an individual should have the following knowledge and skills:

- Knowledge and experience with 3D CAD design application use (Creo Parametrics or similar).
- Basic knowledge of plastics and metal design via injection molding, machining, metal forming
- Experience organizing, managing and driving projects to successful conclusion
- Demonstrated time management skills.
- Proven strong skills in both analytical and hands-on problem-solving.
- Good communication and interpersonal skills.

- Proficiency in the use of computers and application software (i.e. Microsoft Office Suite).
- Self-starter and a team player.
- Able to communicate effectively, verbally and in writing, while working in a team environment that includes remote manufacturing partners for whom English may not be a first language.
- Comfortable using basic shop equipment: drill press, mills, lathe, solder station, common hand tools.
- Basic Electronic theory preferred, but not required.
- Design for manufacturability experience a plus.
- Ability to setup and use 3D Printers such as FDM or SLA (MarkForged, Ultimaker, FormLabs, etc.)

Education and/or Experience

Bachelor's degree from an accredited college or university in Mechanical Engineering or Equivalent

Certificates, Licenses, Registrations

This position does not require certificates, licenses, or registrations; however, certification of CAD proficiency would be beneficial.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of standing, sitting, as well as some repetitive movements and repetitive lifting of minimal weight. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment has a normal level of office sound. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel

Travel may be required to customer installations, test sites, and/or other locations to support design efforts. Estimated travel <10%.

Supervisory Responsibilities

This position does not have supervisory responsibilities.

Vanguard Protex Global is a drug-free workplace.

Employee Name

Employee Signature

Date