

Orenco Systems, Inc.

Job Description

Job Title: Electrical Controls Eng. I **Job Code:** ELCN1
Salary Grade: 24
Department: Controls-Sales & Engineering **FLSA Status:** Exempt

GENERAL POSITION SUMMARY:

This is an entry level position that exists to receive and interpret orders for OSI electrical products and services, develop and extend price quotes, design customized equipment, provide customer support, and promote and market OSI electrical equipment.

RESPONSIBILITIES:

Essential Functions:

- Design/Programming
 - Develops code for programmable logic devices and OSI SCADA systems.
 - Designs and drafts wiring schematics for electrical panels, based on customer provided specifications. Reviews diagrams for electrical engineering techs.
 - Writes and reviews installation procedures for electrical equipment configurations.
- Test/Monitor Production
 - Checks finished layout of custom panels to assure proper set up and design. Tests completed custom panels for defects.
 - Files all panel construction details of customer panel orders for future reference.
- Quoting
 - Obtains price quotes for custom components from suppliers. Coordinates with the Purchasing Department to ensure prompt ordering of custom and non-stocked components necessary in building custom electrical control panels.
- Customer Service
 - Provides continuous customer support of electrical controls and associated equipment throughout the sales, manufacturing, and installation processes. Communicates with customers by telephone, and in writing.
 - Receives and interprets customer specifications, determines customer needs, and develops product and price quotes. Suggests changes to customer's specifications to improve functionality as needed. Reviews quotes from electrical engineering techs.
 - Promotes OSI electrical panels by meeting with distributors, prospective distributors, contractors and regulators, and demonstrating OSI products and equipment.
 - Conducts seminars with distributors, contractors, regulators, and electricians to explain and demonstrate proper use, and installation, of OSI electrical control panels.
- Research
 - Stays abreast of OSI related products and technology by reading professional literature and attending industry related seminars.
 - Becomes familiar with, and regularly reviews, both NEC code and UL requirements that apply to Orenco's control panels and pump installations.
 - Designs and develops new products as needed.
- Attends team meetings and contributes ideas and opinions, continuously seeking improved methods for providing quality customer service.
- Designs and assists in the installation of in-house electrical equipment for OSI.

- Performs other duties as assigned.
- Regular attendance is an essential function of this job.
- Researches and develops new electrical equipment configurations.
- Reviews catalogs, flyers and component specifications, and recommends products for use in OSI electrical control panels.
- Trains other team members as needed.

EDUCATION:

Bachelor of Science Degree in Electrical or Mechanical Engineering is required.

KNOWLEDGE/SKILLS/EXPERIENCE:

- Ability to be flexible and change priorities with little notice.
- Ability to communicate in a professional, courteous, customer service oriented manner.
- Ability to successfully interact with individuals from diverse backgrounds and extreme variations in educational levels.
- Above average organizational skills.
- Current driver's license and good driving record is required.
- Familiarity with digital logic.
- Familiarity with motors and industrial controls.
- Familiarity with PLC's and ladder logic programming.
- Familiarity with spreadsheet and word processing software is required.
- Marketing experience is preferred.
- Proficient with CAD.
- Excellent verbal and written communication skills are required.

TOOLS AND EQUIPMENT:

CAD Program	Computer	Microsoft Office
Multimeter		
Hand Tools (screwdrivers and drills)		
Multi-Line Phone with Intercom		
Shop Equipment (drill press, punch, break)		

WORKING CONDITIONS:

Office environment. Travel to off site locations is necessary.

PHYSICAL REQUIREMENTS:

Speaking, seeing, hearing, sitting, walking, writing, keyboarding, driving.

