

Orenco Systems, Inc.

Job Description

Job Title: Electrical Engineering Tech II **Job Code:**
Salary Grade: 22
Department: Controls-Sales & Engineering **FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

This is an intermediate position that exists to provide continuous technical support for Orenco electrical alarm equipment during the design, sales, manufacturing, and installation and maintenance processes. Incumbent works with moderate supervision and regularly confers with and advises contractors, engineers, home owners, production and maintenance personnel regarding new product design, manufacturing methods, sales and maintenance.

RESPONSIBILITIES:

Essential Functions:

- Sales
 - Provides continuous customer support with electrical controls and associated equipment throughout the sales, manufacturing and installation processes. Communicates with customers by telephone and in writing.
 - Receives and interprets customers specifications, determines customer needs and develops product and price quotes.
 - Obtains price quotes for custom components from suppliers.
 - Utilizes technical knowledge and training to ensure that customer orders for electrical products, services and equipment function in congruence to create the most efficient and cost effective systems meeting specific customer needs and Orenco quality requirements.
 - Coordinates with the technical sales department to ensure orders for custom control panels are entered properly.
- Design
 - Suggests changes to customer's specifications to improve functionality as needed.
 - Designs and drafts wiring schematics for electrical panels, based on customer provided specifications.
 - Provides electrical panel assembly shop with wiring schematics and building requirements for custom electrical control panels.
 - Checks finished layout of custom panels to assure proper set up and design. Tests completed custom panels for defects.
 - Writes and reviews installation procedures for electrical equipment configurations.
- Manufacture Process Support
 - Coordinates ordering of custom electrical components with Purchasing Department.
 - Files all panel construction details for future reference to customer panel orders.
- Installation and Maintenance
 - Provides continuous customer support with electrical controls and associated equipment throughout the sales and installation processes.
- Attends team meetings and contributes ideas and opinions, continuously seeking improved methods for providing quality customer service.
- Assist in the coordination of projects with the electrical shop to ensure equipment is built to underwriter's lab requirements.

- Performs other duties as assigned.

EDUCATION:

High School diploma or equivalent; additional technical education preferred.

KNOWLEDGE/SKILLS/EXPERIENCE:

- Ability to communicate in a professional, courteous, and customer service oriented manner.
- At least 12 months experience as an Electrical Tech I OR 3 years of equivalent experience in a similar position.
- Knowledge and understanding of technology that supports Orenco product and equipment design and application is required.
- Must be proficient in support of VCOM (web based telemetry) panels.
- Must be proficient in programming, designing, and support of electromechanical and MVP (digital logic) panels. Must be proficient in programming and designing for one of the following and proficient in support of two of the following: 1. TCOM (remote telemetry) panels. 2. Custom OEM panels for non-Orenco applications of moderate complexity. 3. PLC (Programmable Logic Controller) panels. 4. VFD (Variable Frequency Drive) and RVSS (Reduced Voltage Soft Start) panels.
- Ability to write technical instructions.
- An understanding of the NEC code and UL 508/UL 698a requirements.
- Knowledge of Orenco products, equipment and technology is required.
- Proficient in designing and drafting wiring schematics.
- Proficient with CAD, spreadsheet database and order entry system.
- Ability to work with moderate supervision.
- Excellent organizational and time management skills required.
- Excellent written and verbal communications skills.
- Moderate knowledge of motors and industrial controls.

TOOLS AND EQUIPMENT:

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|--------------|------------------------|---------------------|
| CAD Program | Computer | Database |
| Drill Press | Freehand | Metal Break |
| Multimeter | Punch Press | Spreadsheet Program |
| Step Ladders | Word Processor Program | |

Hand Tools: screwdrivers, wire strippers, wire crimpers and battery powered drills, etc.

Multi-Line Phone with Intercom

WORKING CONDITIONS:

Office environment. Occasional site inspection/repair which may involve indoor/outdoor production environments.

PHYSICAL REQUIREMENTS:

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

Last revised: 7/7/2005