



<i>Job Title:</i>	Controls Systems Engineer	<i>Employment Classification:</i>	<i>Exempt</i>
<i>Department:</i>	Engineering	<i>Prepared by:</i>	Munn 3.27.14
<i>Report To:</i>	Engineering Manager - Strong	<i>Approved by:</i>	Munn 3.27.14

JOB SUMMARY:

Designs and prepares technical pneumatic, electrical, and DDC automatic temperature control drawings from plans and specifications utilizing AutoCAD; coordinates design with Project Managers input until project completion.

ESSENTIAL JOB FUNCTIONS:

- 70% Creates, maintains and designs detailed mechanical ATC drawings using Auto CAD equipment and software to meet customer specifications.
- 10% Provides routine information and support to field questions, analyzes product field failures and recommends remediation.
- 10% Troubleshoots and resolves any issues that arise between ATC drawings created and conditions found out in the field
- 10% Coordinates the daily workflow of the AutoCAD drafters.

SUPERVISORY RESPONSIBILITIES:

The Control Systems Engineer does not have any supervisory responsibilities.

QUALIFICATION STANDARDS:

- Bachelor's degree in mechanical or electrical engineering, or four years related experience and/or training; or equivalent combination of education and experience in HVAC Control System Design.
- AutoCAD experience required.
- Four years of HVAC Control engineer experience.
- Must be able to read/interpret engineering drawings.
- Ability to develop diagrams or mechanical drawings.
- Attention to detail.

- Problem analysis and problem resolution.
- Knowledge and understanding of machine and manufacturing processes.
- Proficient personal computer skills using AutoCAD, Microsoft Excel and Word.
- Ability to use a computer and related software applications to send/receive e-mail messages, post information to a database or spreadsheet, and perform basic word processing or data entry.
- Ability to interact professionally with internal and external (customers, vendors, suppliers, etc).

EQUIPMENT, MACHINES AND SOFTWARE USED:

- Ability to operate a computer, printer, telephone, photocopier, and fax machine
- *Computer Software:* AutoCAD; Paint Shop Pro or Paint; and Microsoft Office to include Outlook, Word, and Excel.

MENTAL AND VISUAL REQUIREMENTS:

- High mental and visual attention required for planning difficult work methods and sequences to obtain size, shape, or physical qualities of product.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

- Ability to sit for extended periods of time, use fingers to grasp, handle or feel, talk, hear, and perform repetitive motions with hands and/or wrists.

ENVIRONMENTAL CONDITIONS:

- There is no exposure to adverse environmental conditions. Work is performed in a typical office work environment.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, the company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I acknowledge that I have received and read the Job Description.

Employee Name

Date