

12/23/2024

**AndyMark, Inc.**

**Position:** Engineering Technician

**Reports to:** Director of Engineering

**Supervisory Responsibility:** This position has no supervisory responsibilities

**Job Summary and Key Objectives:** This role would require a strong understanding of mechanical and electrical systems, expertise in CNC programming (particularly with MasterCam), and the ability to collaborate across multiple teams to ensure the successful completion of product designs and fabrication.

**Key Responsibilities and Tasks:** *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Translate SolidWorks product designs into CNC programs using MasterCam for efficient fabrication.
- Provide ongoing support for the MasterCam program to ensure successful production and assembly of products.
- Assist mechanical engineers with mechanical assemblies, including the use of rivets and bolts for product construction.
- Aid electrical engineers in the assembly of electrical systems, including wiring and circuit board soldering.
- Perform debugging and product testing to ensure functionality and quality standards are met.
- Develop comprehensive product documentation to detail assembly processes, testing results, and other technical specifications for future reference.

**Required Skills and Abilities:**

- Ability to use common machine shop measurement tools (e.g., calipers, micrometers, height gauges) to ensure precision in manufacturing processes.
- Strong understanding of blueprint reading and ability to interpret technical drawings for machine set-ups.
- Capable of following instructions with minimal supervision, utilizing effective time management skills to meet deadlines and prioritize tasks.
- Able to work on multiple projects simultaneously, managing time and resources effectively to ensure timely project completion.
- Ability to work well in a cooperative, team-based environment, fostering effective communication and collaboration with colleagues from different departments (Operations, Engineering, Manufacturing).

**Preferred Qualifications and Education:**

- 1-2 years of experience with MasterCam and SolidWorks, or similar CAD/CAM programs, to support design and CNC programming tasks.

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- A technical degree (Associate's or higher) in a related engineering field (e.g., Mechanical Engineering, Electrical Engineering, Manufacturing Technology) is preferred.
- Working knowledge of quality control processes and checks for manufactured parts to ensure adherence to specifications and standards.
- Experience in programming CNC fabrication equipment to produce accurate and efficient components.
- Solid understanding of tool speeds and feeds, and how these factors impact machine cycle times, efficiency, and part quality.
- General proficiency with PC applications, including Google Suite (Google Docs, Sheets, Gmail, etc.), for documentation and communication purposes.
- Strong preference for candidates with experience in low-voltage electrical connections and soldering, particularly in an assembly or manufacturing environment.
- Experience as a participant or mentor in a FIRST Robotics Competition (FRC) or FIRST Tech Challenge (FTC) team is strongly preferred, demonstrating hands-on engineering skills and teamwork.

**Work Environment:** This position operates in a professional office/ lab and machine shop environment at the AndyMark facility. This role routinely uses standard office equipment such as computers, phones, and photocopiers, and is required to use a lab facility for the development and testing of products. The employee may be exposed to fumes or airborne particles, moving mechanical parts, and vibration. The noise level in some areas can be loud.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The position requires frequent lifting, pushing, and pulling objects that are 50 pounds or heavier.

**Travel:** This position does not have a travel requirement.

**EEO/AAP Statement:** *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, sexual orientation, or any other characteristic protected by state, federal, or local law.*

**NOTE:** The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.