HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Name:	**Date:** August, 2010
Job Title: Designer	**Department:** Engineering
Reports To (Position): Director of Project Management	**Supervises (Positions):**NA
Status: Non- Exempt	
Completed By (Name): HR Manager	

Part II – Position Objective

Designers provide broad-based technical support for custom OEM projects (high-temp industrial furnaces & related equipment) and to use best practices such as design for manufacturing. The role will expand to include manufacturing support and assembly guidance, customer support for start up and repairs, and support of developmental programs in our lab(s).

Part III – Job Responsibilities

Essential Duties

1. Under the direction of project engineering, review project system requirements, technical specifications, and reference drawings to prepare layouts for parts/sub-assemblies from concept phase through detailed design & drawings.
2. Execute and design sub-assemblies, drawings, and details, identifying necessary requirements for purchase, fabrication, and assembly.
3. Investigate purchase parts or subassemblies through vendor communications enhancing technical specifications - to source suitable, cost-effective material supplies.
4. Create and maintain accurate and complete Bill of Materials Enter B.O.M in company's ERP/MRP system.
5. Evaluate equipment & make suggestions regarding design improvements.
6. Provide onsite support, advice and supervise manufacturing subcontractors to ensure that project deliverables are met.
7. Provide system engineering support to our technology center(s) including equipment upgrades, system integration, test set up and lab event oversight.
8. Provide onsite customer support for new equipment installation, start up, troubleshooting and repair. Provide similar role for existing equipment field retrofits.
9. Assemble, operate, inspect, and test machinery & components.
10. Lead small sized projects on occasion.

IV – Knowledge, Skills, Education

1. Associate's degree in related field with relevant experience. Must possess mechanical knowledge of custom OEM equipment, machines, and components including their design, uses, repair, and maintenance.
2. Familiarity with welding, weld symbols, fabrication (especially large structural equipment), sheet metal, and mechanical drive components necessary.
3. Knowledge of the practical application of engineering technology and the ability to apply that knowledge to custom, innovative design concepts.
4. Proficient with 2D & 3D CAD systems, such as AutoCAD and/or Inventor.
5. Knowledge of best practice design techniques such as DFM, GD&T, etc. with an ability to read and interpret technical drawings.
6. Must possess excellent verbal & written communication skills with a focus on providing excellent customer service. Strong commitment teamwork and integrating information from multi-disciplined teams.
7. Strong "hands on" bias. Enjoys building large and complex equipment. Propensity to take things apart to figure out how they work. Curious by nature.
8. Up to 25% travel required-both domestic & international

V – Physical Requirements

The job requires the following less than 1/3 of the time:

1. Standing
2. Walking
3. Reaching with arms/hands
4. Climbing or balancing
5. Stooping, kneeling, crouching or crawling
6. Talking or smelling
7. Lifting or moving up to thirty pounds

The job requires the following 1/3 – 2/3 of the time:

1. Sitting

The job requires the following more than 2/3 of the time:

1. Using hands
2. Talking
3. Hearing