

Celadon Systems, Inc.

JOB description

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| **Job Title:** | Product Engineer Level 1 |
| **Department:** | Engineering |
| **Reports To:** | Director of Engineering |
| **FLSA Status:** | Exempt |

**Position Summary:** This position is responsible for working closely with the Applications Engineers, and Sales department to create product configurations and layouts of Celadon high performance probe card products; standard products, custom designs, and new development. This position is accountable for new probe designs and companion ceramic geometry that support our overall integrated product performance.

**Essential Duties and Responsibilities** include the following, other duties may be assigned.

* Review work order/quote to determine critical dimensions of design.
* Create concepts to support sales quotes.
* Create final configurations and layouts for customer approval and obtain customer approval.
* Design new probes and ceramic geometry (Probe Groove Units)
* Automated tools and appropriate design guidelines to determine layout probe pattern.
* Manage change orders and make necessary changes per our ECO process.
* Confer with Celadon engineering and design staff to determine any design modifications and enter editing information.
* Confer with customer to determine design modification and enter editing information.
* Diagnose, track, replicate, and solve problems related to customer product design.
* Support the manufacturing floor by providing appropriate alignment and prober files.
* Support creation of product build documentation.
* Apprentice in PCB design

**Other Responsibilities:**

* Work Closely with Inside Sales to prioritize the creation of concept and design documents.
* Develop tools to automate and/or simplify the configuration process.
* Develop technical instructive sales tools to help customers better understand our products to optimize use in the field or better explain the product’s key differentiators.
* Provide configuration support for product engineers.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

*Analytical* - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Design workflows and procedures.

*Customer Service* - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

*Design* - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

*Innovation* - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

*Communications* - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Good presentation skills. Keeps others adequately informed. Selects and uses appropriate communication methods.

*Technical Skills* - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

*Teamwork* - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

*Quality* - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor’s degree (B. S.) in Engineering or closely related field and one to three years of related experience or equivalent combination of education and experience.

**Additional Knowledge, Skills and Experience:**

* 2-D and 3-D CAD design proficiency and experience including configuration and layouts using a program such as DraftSight and SolidWorks
* Ability to follow detailed written and verbal instructions.
* Highly detail oriented.
* Mechanical aptitude
* Able to visualize mechanical assemblies.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

**Math Ability:**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have advanced working knowledge of AutoCAD design software. Working knowledge and proficiency with Microsoft Office applications – Word, Excel, PowerPoint, as well as proficiency with Skype.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.