

Engineering Aide: Engineering Aide II

Provides technical support to engineers on a variety of technical tasks. Produces engineering documentation, reports and drawings. Performs detailed mathematical calculations using established formulas. Analyzes and develops documentation/reports. May conduct tests and record data to assist with engineering evaluations or analyses. Acts as point-of-contact for tool implementation and guidance. Works with vendors on tool support.

Knowledge

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison

Frequent internal company and external contacts. Represents organization on specific projects.

Minimum Education and Experience

3+ years of directly related experience. Bachelor's Degree (preferred) in Engineering, Business or a related field. Intermediate MS Word, PowerPoint and Excel skills.