



TEI ROCK DRILLS

TEI ROCK DRILLS, INC

P O Box 1309

Montrose, CO 81402

Job Description

Title: Engineering Trainee
Reports to: Director of Operations
Department(s): Engineering; Quality Control
Classification: Non-Exempt Casual On-Site Position (Standard Hours Minimum 25 – 40 per week) Days & Time TBD
Pay Range: Based on job-related experience, merit, & seniority within TEI Rock Drills

Job summary

Assist in the Quality Control and Engineering aspects of TEI to assure quality production of TEI drills and attachments.

Summary of essential job functions

- Process Production Build Book Standardization projects
- Perform daily updates of engineering drawings and product manuals and submit for approval
- Assist with dimensional inspection of production parts manufactured in-house per Engineering detail prints using appropriate inspection instruments
- Assist Quality Control with part inspections and related engineering print details
- Maintain inspection reports
- Knowledge of ECRs, SCARs, CARs and Non-conformance processes
- Learn & Assist with Vault file system

Minimum requirements

- Knowledge of Autodesk Inventor and/or acquiring training through formal schooling/technical coursework
- Preferred 1-2 years of working experience in Engineering and/or Manufacturing
- Basic computer skills-knowledge of Microsoft Office and must be able to perform basic data entry
- Knowledge and active support of ISO 9001 Certification Standards
- Must possess a current and valid State Issued Driver's License

Abilities required

- Must be able to identify and properly use Personal Protective Equipment (PPE), demonstrate lock out tag procedures and OSHA requirements and guidelines
- Must demonstrate compliance with OSHA and EPA requirements and guidelines demonstrating safe workplace practices in the identification, handling and storage of hazardous materials
- Must be able to read and interpret Engineering detail part drawings and part dimensions
- Able to communicate via phone, in person, or written correspondence
- Must be able to work flexible tasks based on fluctuating Quality Control & Assembly project assignment needs
- Ability to sit at workstation and/or walk through shops throughout much of each work shift
- Ability to stand, lift and carry 50 Lbs. and to maneuver up to 100 Lbs.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I have read and understand my job description.

Employee Name: _____

Employee Signature: _____

Date: _____