



# Job Description

M/F/D/V ~ TechSolve is an Equal Opportunity and "At-Will" Employer

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**Position Title:** Lead Engineering Technician

**Status:** Full-Time/Non-Exempt

**Reports To:** EVP, Machining

**Summary/Purpose:** Perform laboratory assignments and observe TechSolve's safety and security policies, practices, and procedures. Provide technical support in the development of testing proposals for TechSolve customers and in to laboratory tests and field experiments, maintenance of laboratory records, and compilation of experimental data. Clearly communicate research procedures and results for contribution to reports. Receive initial instructions, equipment requirements, and advice from supervisor or engineer. Perform metallurgical sample preparation as requested

## **Essential Duties/Responsibilities:**

1. Design and perform experiments/investigations under general supervision with latitude for independent action.
2. Acquire/manipulate data. Support technical staff in report writing and presentation preparation.
3. Order supplies/components and interact with sales representatives.
4. Construct mechanical fixtures/electrical apparatus. Setup, program and operate CNC machining equipment. Prepare and photograph microstructure samples for analysis.
5. Use AUTOCAD, MATHCAD, EXCEL, and other computer-based tools as assigned.

## **Marginal Duties/Responsibilities:**

Perform other duties as assigned by the EVP Machining E.

## **Additional Requirements/Qualifications:**

### **Education/Experience:**

Familiarity with and ability to operate a wide variety of CNC Machines (lathes, mills, grinders). Degree from Vocational School or Associates Degree in Manufacturing Technology. Familiarity with data acquisition techniques and data acquisition computer programs. Capable of limited data analyses. 10 plus years' experience in machinability testing procedures.

### **Language Skills:**

Must be able to communicate effectively with client personnel and employees at all organizational levels and develop effective working relationships with staff and a network of technical resources. This includes making presentations, serving as an instructor, and presenting timely reports to management.

**Reasoning Skills:**

Individual must be a team player with the ability to work effectively and supportively with internal staff and external vendors; to exercise independent, sound judgment and discretion; be able to plan; be well organized with the ability to multitask; work well under pressure; take initiative, and be flexible and cooperative.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel; with the ability to use a computer keyboard and monitor. The employee is frequently required to talk or hear; including the ability to communicate verbally both in person and on the telephone. The employee is required to walk, stand, bend, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

Normal machine shop environment and standard hours with occasional overtime required. May require some local and overnight travel with the ability to travel by aircraft and automobile to remote locations as needed, and the ability to drive/operate an automobile.

*This description is not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the position. It is, instead, a description of the **essential elements** of the position that are needed for recruitment, placement, orientation, training, competency and performance assessment, classification, compensation determination, and other Human Resource actions.*