



"Inspire and empower people to create innovative product solutions that revolutionize the industry"

Position: Design Engineer
Reports To: Engineering Manager

Status: Exempt
Approval Date: 4/26/19
Last Revised: 1/20/21

Position Summary

Primary responsibilities include developing of new and existing products, assisting in selecting suppliers for new and existing materials against quality standards, assisting in establishing specifications and tolerances for production, purchasing, and receiving, and completing necessary drafting of products to ensure effective communication.

Steffes Core Values

Trust: We promote growth and long-term success by making wise decisions with trust as an essential component.

Respect: We unleash creative talents of our diverse workforce by treating each other the way we would like to be treated.

Teamwork: We believe people achieve much more by working together.

Integrity: We follow through and keep our word while being open, honest, ethical, and fair.

Safety: We view our co-workers as family members of our business and strive to ensure safety for all.

Humility: We recognize and appreciate strengths and contributions beyond one's self. We are modest, genuine, and authentic.

Key Responsibilities

1. Responsibilities include the design, development, implementation, and analysis of products and systems.
2. Responsible for documenting and maintaining findings of product testing against established criteria to ensure all new and existing product materials are within requirements.
3. Prepares estimates of development and product costs and develops bill of materials for new and existing products.
4. Manages engineering changes.
5. Assists in supplier site inspections to investigate abilities of key suppliers to meet quality requirements, specifications, and delivery dates, as needed.
6. Assists in establishing and maintaining quality assurance procedures to ensure testing, purchasing, and receiving are consistent with product specifications.
7. Works closely with manufacturing engineers to resolve manufacturing issues
8. Assists in handling sales and technical field calls, trouble shooting, warranties, and servicing, as needed.
9. Leads the implementation of FMEA's, as needed.
10. Leads Projects.
11. Assists in finding and assessing new product opportunities.
12. Assist in mentoring new employees.
13. Maintain a positive work atmosphere by acting and communicating in collaborative manner with customers, suppliers, co-workers, and management.
14. Helps company meet its Strategic, Quality and Safety objectives.
15. Other duties may be assigned.

Core Expectations

Customer Service - Demonstrate excellent customer service and display a positive attitude and behavior consistent with the Steffes Code of Conduct and Core Values.

Quality - Actively support and participate in Quality Improvement.

- Take immediate action in unsafe situations.
- Adhere to all safety standards; thus, promoting safe practices to ensure a safe environment.

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Conduct - Demonstrate and support the Steffes Code of Conduct.

Policies and Procedures - Demonstrate and support Steffes Policies and Procedures by:

- Using tact, sound judgement, and maintaining a professional attitude in communication and relationships with others.
- Striving to deliver the best quality in daily work.
- Promoting a positive image of Steffes and its products.
- Being timely and punctual in attendance and following all policies and procedures.

Job Requirements/Qualifications

- Bachelor's Degree in an Engineering field
 - 1+ year of related work experience
 - Intermediate computer knowledge (Windows, email, internet, etc.)
 - MS Word-Advanced; MS Excel-Advanced; MS PowerPoint-Intermediate; MS Outlook-Intermediate
 - Written and verbal communication, reading, and spelling skills
 - Intermediate AutoCAD, Creo, and/or Solid Works experience, preferred
- OR-
- An acceptable combination of education and experience

Physical Demands of Position

- This position requires walking, sitting or standing to a significant degree.
- Must have the ability to lift 50 pounds from floor to waist, carry 50 pounds, and push and/or pull up to 20 pounds.
- Must have the ability to climb ladders and/or stairs.
- Stooping, crouching, kneeling and bending.
- Handling, feeling, and gripping would be required for some activities.
- Visual acuity is required to inspect work completed.
- This role may be subject to internal and external environmental conditions.

Acknowledgement

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. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I acknowledge that I understand the information contained in this document and can perform the essential functions of this job without accommodations. I also acknowledge that employment with Steffes Solutions LLC is at-will and not for a specific period of time and can be terminated at any time, with or without cause or notice, by Steffes Solutions LLC.

Employee Signature:

Printed Name:

Date:

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Engineering Levels:

| Engineer I | |
|----------------------------|--|
| Years of Experience | 0-3 years * |
| Performance/Duties | Applies basic engineering techniques for entry-level assignments with review and guidance from a higher level. |
| Education | B.S. in Engineering or equivalent or qualified years of experienced |

| Engineer II | |
|----------------------------|--|
| Years of Experience | 3-6 years * |
| Performance/Duties | Applies standard engineering methods and techniques to solve problems; moderate guidance and direction is provided, and work is normally reviewed from a high level. |
| Education | B.S. in Engineering or equivalent or qualified years of experienced |

| Engineer III | |
|----------------------------|--|
| Years of Experience | 5-7 years |
| Performance/Duties | Applies a broad range of engineering skills and techniques, leads projects, and provides direction to lower level engineers. |
| Education | B.S. in Engineering Required |
| Recommendation | At least 2 recommendations must be submitted and approved as well as review of past evaluations by the ERC. |

| Senior Engineer | |
|----------------------------|--|
| Years of Experience | +7 years |
| Performance/Duties | Applies developed engineering skills and techniques, manages multiple projects, provides leadership and technical support to co-workers and operates with broad authority for decisions affected assigned functions. |
| Education | B.S. in Engineering Required |
| Recommendation | At least 4 recommendations must be submitted and approved as well as review of past evaluations by the ERC. |

| * ERC - Engineering Review Committee | |
|---|---|
| Co-Presidents | VP of Manufacturing Excellence |
| Engineering Manager | Engineering Supervisors - Location Specific |
| HR | Designated Product Manager |

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