



Job Description

Electrical Designer

Reports to: General Manager

Position status: Exempt

Position Purpose

The Electrical Designer provides engineering design for Jewett Automation products. This includes current standard machines/systems, custom products, legacy products, and aftermarket support. This position is responsible for hardware and software design for machine and/or control systems for assigned projects. The Electrical Designer will in conjunction with Electrical and Controls Engineers to issue, maintain, and update project-related documentation. Responsibilities include assisting assembly during system build, machine/system check out, field service assistance, and installation as required.

Roles and Responsibilities

Product Knowledge

- Comprehensive understanding of all Jewett Automation services.
- Basic knowledge of all Jewett Automation systems and processes.
- Comprehensive knowledge of engineering department systems and processes.
- Basic understanding of Jewett Automation marketing, branding and overall communication approaches and plans.
- Complete knowledge of all Jewett Automation employee policies and procedures.

Operations

- Working with management, enhance and develop processes related to the overall design work for Jewett Automation machines.
- Research, test, and analyze ideas for improvement, and conduct research on new designs to determine if they are plausible and can meet customer expectations.
- Develop technical drawings for electrical hardware and systems used in typical industrial machinery developed within Jewett Automation.
- Collaborate with engineers and vendors to design and build functioning machines and systems, ensuring each product is of the highest quality and function.
- Troubleshoot and solve problems with electromechanical processes, programs, and hardware.
- Collaborate with Engineering and Manufacturing team members to develop preventive maintenance plans for Jewett Automation products.
- Maintain detailed records of a product's development process.
- Assist in developing PLC, HMI, and robotic programs that control the various hardware used in typical industrial machinery developed within our company.



- Understand and have the capability to apply electrical codes and regulations such as NFPA 70, NFPA 79, and UL 508a, as well as agency approvals to control systems manufactured at Jewett Automation.

Leadership – Developing Others

- Participates with team members to set and reach higher goals in execution of tasks and in gaining work-related knowledge.
- Participates in strategy sessions with team members to determine new or enhanced approaches for systems and processes that will enhance and improve customer experience and results.
- Participates in formal continuing education such as coursework, workshops, and seminars that are approved and recommended by management.
- Empowers others to always strive to do their best, set and reach higher goals, and maintain an attitude toward growing and gaining knowledge.
- Attends and participates in team and/or company-wide meetings as required.

Desired Characteristics

- Passionate about Jewett Automation organizational causes, growth, desired outcomes.
- Self-motivated with strong initiative.
- Excellent written and verbal communication skills: ask clarifying questions, participate in active listening, deliver clear and concise information, direction, or instruction.
- Unwavering commitment to quality with exceptional attention to detail.
- Thrives in a collaborative, team environment as well as has ability to work independently when required/needed.
- Positive and energetic disposition.
- Process-oriented with ability to switch tasks easily.
- Good decision-making abilities: determine issue variables and effective solutions in a timely manner.
- Ability to acquire and retain knowledge/information quickly.
- Strong analytical, problem-solving, and task-switching skills.
- Willingness to do any task assigned.

Requirements

- BS Degree in Electrical Engineering or similar field.
- The combination of an Associates degree and a minimum of 5 years of relevant experience will be considered in lieu of a Bachelor's degree. The combination of being a journeyman/master electrician with a minimum of 10 years of relevant experience will be considered in lieu of a Bachelor's degree



- Strong command of electrical CAD software, electric theory, and understanding of control logic.
- Strong math abilities.
- Ability to utilize computer software including, but not limited to, E-Plan, AutoCad Electrical, and Solidworks Electrical effectively.
- Ability to manipulate and utilize Microsoft applications (Excel, Word, PowerPoint, Publisher, Teams).
- Ability to utilize basic computer tasks/functions (e.g. email, file directories, calendar)

Physical Requirements:

- Ability to lift at least 25 lbs.
- Ability to stand and/or sit a minimum of four hours at a time.
- Ability to work on a computer/laptop for a minimum of four hours at a time.
- Ability to maneuver around a shop environment and inspect/observe complex machines.
- Ability to travel 2-3 days at a time throughout the year.

Employee Signature: _____

Employee Name: _____

Date: _____