DEPARTMENT: General Engineering and Development  
FLSA STATUS: Non-Exempt  
GRADE LEVEL:  
JOB STATUS: FT  
EEO-1 CENSUS CODE: 3  

GENERAL DESCRIPTION OF POSITION  
Responsible for applying the principles and theories of science, engineering, and mathematics to solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance. Maintains testing lab equipment and assists in the regulatory and certification processes. Assists engineers and scientists, especially in research and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES  
• Inspects products and processes, conducts tests, and collects data.  
• Assists with research and development.  
• Prepares and conducts experiments, collects data, and calculates or record results.  
• May prepare and manage records necessary for certification and for regulatory compliance and certification. Follows the company's internal asset management processes.  
• Performs general office duties, including answering the telephone, filing, and word processing.  
• Assists with the design, development, testing, and manufacture of products and other equipment. May use computer-aided design and drafting (CADD) equipment.  
• Tests and inspects machines and equipment to assist the engineer in corrective action of production problems.  
• Helps develop methods and devices used in the prevention, control, or remediation of environmental hazards.  
• Prepares layouts and drawings of parts to be used for testing, setup, and manufacturing.  
• Tests preexisting designs and design prototypes.  
• Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES  
• None.

POSITION QUALIFICATIONS  
Skills and Abilities  
• Effectively communicates information and responds to questions in person-to-person and small group situations with customers, clients, the general public, and other employees of the organization.  
• Maintains confidentiality and uses discretion with business information.  
• Reads and understands documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals.  
• Writes routine reports and correspondence.  
• Adds, subtracts, multiplies, and divides numbers (using currency and other forms of measurement).  
• Utilizes common-sense understanding in order to carry out written, oral, or diagrammed instructions.  
• Deals with problems involving several known variables in situations of routine nature.  
• Plans the time, method, manner, and/or performance sequence of own work; may also occasionally assist in planning work assignments performed by others within a limited area of operation.
• Frequently makes decisions of both minor and major importance, which may affect the work operations of other employees and/or clientele to a moderate degree.
• Completes some moderately repetitive tasks.
• Uses noncomplex machines and equipment (adding machines, calculators, copy/fax machines, etc.).

Education and Experience
• Associate’s degree in engineering, engineering technology, design technology, or a related field (preferred).
• Zero to three years of relevant education or experience in engineering, engineering technology, design technology, or a related field (required).

Computer Skills
• Intermediate: Alphanumeric data entry, spreadsheet.
• Basic: Microsoft Office suite, PLC programming.

Certificates and Licenses
• Completes any required safety classes related to applicable OSHA guidelines.

PHYSICAL ACTIVITIES
• While performing the functions of this job, the employee is:
  o Continually required to stand or walk; use hands to finger, handle, or feel; and talk or hear.
  o Regularly required to reach with hands and arms.
  o Occasionally required to sit.
• The employee must occasionally lift and/or move up to 50 pounds.
• Specific vision abilities required by this job include close vision.

The company will make reasonable accommodations to enable individuals with disabilities to perform the essential functions and expectations.

ENVIRONMENTAL CONDITIONS
• While performing the functions of this job, the employee is:
  o Occasionally subjected to fumes or airborne particles.
  o Frequently subjected to moving parts and risk of electrical shock.
• The noise level in the work environment is usually moderate.

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Franklin Electric has reviewed this job description to ensure that it includes the role’s essential functions and basic duties. The job description is intended to provide guidelines for job expectations and the employee’s ability to perform the work described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Supervisors may assign additional functions and requirements as appropriate. This document does not represent a contract of employment, and Franklin Electric reserves the right to change this job description and/or assign tasks for the employee to perform as the company deems appropriate.