



DESIGN SPECIALIST

DIVISION:	SNIF	JOB CODE:	3003
LOCATION:		JOB FUNCTION:	Engineering/Manufacturing Mgr.
DEPARTMENT:	Engineering	FLSA STATUS:	Exempt
REPORTS TO:	Engineering/Manufacturing Manager	EFFECTIVE DATE:	03/17/25

JOB SUMMARY

Collaborate with Project Engineers to obtain historical and operating data required for the design drafting of new products and/or designs. Work from sketches and verbal instructions and apply independent judgement and engineering principles and techniques to perform, develop and manage design drafting and final designs of new or revised apparatus, equipment and machines. Verify accuracy and completeness, and review the final status of all drawings before entry into the SNIF Drawing Database.

QUALIFICATIONS

Education/Experience

A minimum of five (5) years of diversified experience in drafting and CADD (Computer-Aided Design and Drafting) with heavy industrial equipment, complicated gas flow systems, and electronic control drawings.

Knowledge/Skills/Abilities

Mechanical Engineering. Knowledge of the practical application of engineering science and technology including applying principles, techniques, procedures, and equipment in the design and production of various goods and services. Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacturing and distribution of goods. Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values, and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations. Continuous improvement mindset and approach to work, and flexible and team oriented.

Communications Skills. Ability to speak clearly and persuasively in positive or negative situations, listen, obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely, editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems, including Microsoft Office Products, Visio, and CADD.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to “figure it out”. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence.

Travel. Ability to travel by land and air domestically and internationally, up to 20%. Valid driver’s license and US Passport, or ability to obtain required.

Professional Investment. Demonstrated commitment to own personal professional development and learning.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Create complex design layouts typical of development associated with apparatus, equipment and machines, by:
 - a) Taking into consideration functionality, manufacturing cost, and appearance.
 - b) Analyzing and planning layouts.
 - c) Drafting and checking the accuracy of electrical control schematics, wiring, and piping diagrams.
 - d) Suggesting and approving types of material to be used.
 - e) Performing strength of material or stress analysis calculations.
 - f) Contributing to the selection of important vendor items.
2. Participate in new design or design improvement activities by collaborating with Project Engineers, gathering pertinent information, providing consultation, and creating design drafts.
3. Guide, coordinate and support drafting work assigned to other drafters, as directed, and validate information and/or drafting work to ensure project detail and assembly drawing accuracy.
4. Serve as gatekeeper for all drawings and revisions of drawings in the SNIF Drawing Database, by:
 - a) Assuring prompt and accurate updating and version control maintenance.
 - b) Confirming ECNs (Engineering Change Notices) are in order and "Check/Approve" status is finalized before submission to the database.
 - c) Ensuring drawing databases are backed up electronically at prescribed intervals.
5. Travel to customer locations, as needed, to provide technical expertise and support.
6. Perform other related duties to support departmental needs, such as participating in quality audit teams.
7. Execute all functions in accordance with acceptable safety standards and requirement.
8. Promote positive Team Member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
9. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
10. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
11. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
12. Actively support compliance with all relevant ISO management system standards by establishing controls to ensure environmental requirements are addressed in the design and development process for the product or service, considering each life cycle state and the hierarchy of controls. Ensure outsourced processes' and providers' environmental aspects are controlled or influenced.
13. Participate in company/department meetings, training activities, continuing education programs and other associated activities.



14. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
15. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in an office environment, with occasional work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles. Periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, required.

Team Member's Signature

Date