



MEEKER EQUIPMENT CO., INC.

4381 Front Mtn. Road

Belleville, PA 17004

Office: (717) 667-6000

Fax: (717) 801- 0974

Email: nrenninger@meekerequipment.com

JOB DESCRIPTION

Position Title	Department	Reports to
PLASMA TABLE PROGRAMMER	ENGINEERING	ENGINEERING SUPERVISOR
Employment Status	FLSA Status	Effective Date
☐ Temporary ☒ Full-Time ☐ Part-Time ☐ Remote Work Available	☒ Non-Exempt ☐ Exempt	7/1/2024

POSITION SUMMARY:

Uses prints and diagrams of product to be produced to determine how to best optimize sheets of steel and minimize waste. When workload for plasma table is low, this position will also help prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information. Responsible for creating drawings that exhibit the detail and method of assembly for a variety of machinery and mechanical devices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions include, but are not limited to the following:

- Assess fabrication drawings to determine which parts need plasma cut and identify any irregularities with specific parts that may require special attention or alterations
- Review drawings/nests for accuracy & completion and make sure corrections are made prior to submission/release
- Maintain a reasonable inventory of remnant plates available in the shop by measuring plates and assigning remnant numbers
- Troubleshoot any plasma table software or machine issues
- Maintain good communication between Engineering, shop supervisor, steel purchasing and the plasma table operator
- Deliver printed nest documents to plasma table operator which include appropriate information for work order numbers of each part and material specification of the sheet to be cut
- When plasma table programming workload is minimal, additional responsibilities include developing details 3D models, drawings and specifications for mechanical equipment
 - Drawings for a project may include approval drawings, fabrication drawings and installation drawings
- All other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, skills, and abilities include, but are not limited to the following:

- Associates Degree in drafting/design field, or equivalent experience
- Knowledge of AutoDesk Inventor 3D CAD software
- Excellent organizational skills
- Excellent communication skills
- Familiarity with MS Office suite
- Sound judgment and problem-solving skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Must be able sit in front of a computer for long periods of time
- Must be able to communicate effectively and efficiently
- Must be able to work well with a variety of people with different backgrounds, education levels and intelligence
- Must be able to work in a high-demand, fast-paced environment
- Must have a strong attention to details
- Must be highly organized

NOTE:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than “at-will” relationship.

Reviewed with employee by:

Signature: _____ **Name (Print):** _____

Title: _____ **Date:** _____

Received and accepted by:

Signature: _____ **Name (Print):** _____

Title: _____ **Date:** _____

Meeker Equipment Co Inc is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.