



## **Engineering Assistant / Mechanical Designer**

### **Purpose:**

The Engineering Assistant/Mechanical Designer is primarily responsible for assisting in the design of all products produced by Everything Ice, including but not limited to, ice rink mechanical systems, refrigeration systems, electromechanical systems, hydronic piping systems and dasherboard containment systems.

### **Reports to:**

Engineering Lead

### **Job Duties:**

1. Applies basic knowledge of commonly used mechanical engineering/design concepts, principles, practices, codes, and procedures
2. Assists in the mechanical design of projects from the conceptual phase through design completion
3. Assist in the Production and review of Project Drawings
4. Assist engineering to ensure that materials and equipment are released for fabrication or manufacture in time to meet the project schedule
5. Responsible for processing all written documentation for a project Including RFIs, submittals, and updating documents and plans.
6. Assist in the preparation of final records for the project including close-out documents, Operations/Maintenance (OM) Manuals, etc.
7. Meet and exceed needs of customer's expected experience.
8. Attend project meetings and provide updates as required
9. Study contract drawings, specifications, and shop drawings to ensure proper coordination and installation. Resolve shop and/or field technical issues as needed
10. Write and review engineering procedures.
11. Use 2D and 3D CAD software to prepare technical drawings.
12. Checking and reviewing drawings before they are released for engineering approval.
13. Assist in day-to-day department operations when necessary.
14. Organizing and uploading drawings to web-based storage sites to share drawings with project managers and subcontractors.
15. Thinking creatively and critically to support the project team in the design process, to create sketches and drawings that work.
16. Maintain/update multiple projects simultaneously.





**Basic Qualifications:**

- Associates degree or relevant technical degree preferred. A combination of work experience and training may also be considered.
- Candidate must have fundamental knowledge of standard fabrications processes including machining, welding and assembly.
- Proficient computer skills (e.g. Microsoft Office Suite)
- Experience with 2D CAD software (AutoCAD preferred)

**Preferred Qualifications:**

- Bachelor's Degree in Engineering or related discipline
- Proficient in creating complex parametric 3-D models and assemblies utilizing 3D Modeling Software (Autodesk Inventor preferred)
- Knowledge of Plumbing and HVAC systems

*This position is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions.*

