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| <b>Department:</b> Unitron Controls® | <b>Reports To:</b> Unitron Controls® Manager |
|                                      | <b>Revised:</b> April 2024                   |

**JOB SUMMARY:**

Assist our controls Designer & Project Managers (DPMs) and panel builders with industrial control panel projects. You will receive a wide range of valuable on-the-job training as a member of the technical team at Unitron Controls®. This is a full-time hourly position based out of our Unitron Controls® office.

**ESSENTIAL FUNCTIONS:**

General:

- Perform as a Barney's Pumps team member. Our employees exhibit high competency, high character, and are oriented toward action. Our focus on teamwork, achievement, and a "better every day" mindset ensures the success of Barney's and our employees.
- Develop competency with engineered specifications and drawings for industrial processes and control panels
- Generate accurate project quotations for small controls projects
- Generate project submittal packages
  - Includes generating control panel electrical schematics, bill of materials and layout drawings in AutoCAD and/or AutoCAD Electrical
  - Assembly of component data sheets for submittal packages
- Production order processing in our ERP system (Prophet 21)
- Generate project closeout packages (laminated CAD drawings & panel labels)
- Communicate with D&PMs, Production Supervisor, and Panel Builders to ensure successful project completion
- Develop competency with device programming and factory function testing
  - Including VFDs, soft starters, process controllers, relay logic, Sci-Text® etc.
  - Calibration of analog and digital process measurement loops
- Attend field acceptance testing, commissioning, and customer training sessions with D&PMs and/or sales team members
- Attend industry-specific training courses as scheduled by management
- Provide technical support for Barney's sales team, customer service, and customers over telephone and email
- Field panel modification assistance
- Panel building and/or function testing duties, as required
- Ability to train panel builders during fabrication and function testing is a plus
- General Office Duties (Filing, Basic Maintenance, etc.)

Software Requirements:

- Microsoft Office Suite
- AutoCAD Electrical and/or AutoCAD LT
- Prophet 21 (Training Provided)

Purchasing /Inventory Tasks:

- Create production order bill of materials in ERP system
- Communicate with D&PMs, Purchasing Department, Production Supervisor, and vendors to ensure components are correctly utilized and costs are current
- Perform weekly inventory of Floor Stock to send to purchasing



# UNITRON CONTROLS® DESIGN & PRODUCTION ASSISTANT - I

## Sales Tasks:

- Unitron Parts Quotes/Sales & Counter Sales
- Assist with the preparation of technical sales presentations for customers/engineers
- Join D&PMs and/or pump sales team on sales calls for technical sales support & training

## TRAVEL & AVAILABILITY:

- Ability to travel within the state of Florida approx. 10-25% of the time, as business needs dictate
  - Occasional after-hours travel may be required (rare)

## EDUCATION:

- Associate's degree in Engineering Technology (or similar), or equivalent experience is preferred

## WORK EXPERIENCE:

- This is an entry-level design position. Previous work experience is a plus, but not necessarily required.
- Previous experience building, installing, operating, or maintaining industrial control panels is a plus.

## LICENSES AND CERTIFICATIONS:

- Must maintain a valid Florida driver license.

## REQUIRED SKILLS AND ABILITIES:

- Excellent 2D AutoCAD skills (Experience with the AutoCAD Electrical toolset is a plus)
- Excellent verbal and written communication skills
- Ability to organize and prioritize your workload with multiple concurrent projects
- Must possess a keen eye for detail
- Must be a highly motivated self-starter capable of working without constant supervision
- Must become aware of and adhere to electrical, shop, and jobsite safety protocols
- Proficient with hand tools and electric multi-meters
- Ability to sit, stand, walk, reach, lift up to 50lbs, carry, pull, push, bend, grasp, and climb stairs and ladders
- Ability to work indoors, outdoors, and in an open shop environment