

ELECTRICAL/CONTROLS ENGINEER

JOB DESCRIPTION

Job title: Electrical/Controls Engineer
Status: Full Time Position
Schedule: 8:00am – 5:00pm – (40-50 hours a week)
Supervisor: Engineering Manager

Summary

Duperon Corporation (DC) manufactures patented screening equipment and related technologies which are customized (made-to-order) for each project. The Electrical Engineer will be accountable for ensuring we have control packages that meet our customer's needs. This may include supporting custom packages at customer request or to meet varied customer specifications. The Electrical Engineer will provide colleagues and customers in-depth technical knowledge of all our products in both pre- and post-sales roles. You will review project plans and specifications. You will be called upon as needed to be part of the Product Team and oversee site plans for controls integration. You will collaborate with Research & Development when new products are in development to ensure that controls are designed to meet equipment requirements, support product warranties, ensure safety, maintain product profitability, ensure product marketability, create/maintain Duperon's standards and capture processes for future reference. As a subject matter expert (SME) you will be a resource to the Sales & Production Teams, sharing your knowledge to forward accurate, efficient job handling. You will communicate with our customers and sales representatives to confirm whole and complete information necessary for projects. While communicating with outside sources, you will represent our company, disclosing product and company data only as appropriate for sales. You will be called upon to train our sales representatives or DC personnel as needed. Occasional travel (up to 20%) may be required to support customers in design, install, startups and field service. You will be accountable to meet the product group standards, as assigned by the Engineering Manager. You must be willing to work in a dynamic and fast-tracked company; to manage your accountabilities; such that the company's strategic objectives, standards, and motto "you'll like working with us", is achieved.

Specific Requirements

1. Have strong CAD, computer and writing skills.
2. Able to talk with our customer to help them design the controls they need and want.
3. Read and write design specifications and develop cost effective controls.
4. As a subject matter expert (SME) you will be required to problem solve, learn new concepts, and contribute sound Controls Engineering to the company's products and processes.
5. Accountable for results; You will be required to know application processes, assess project needs and coordinate with other SMEs to assure a solid application and a complete and



timely bid. You will need to source yourself and others from all areas of the company, as needed, to get the job done; you will be held to account for the results as a whole.

6. Be a resource for multiple departments to ensure our design standards are kept intact through all phases of our projects.
7. Generate project documents such as: Sequence of Operations, bid/spec variations, installation data, and releases to Project Management and/or purchasing, assembly and outsourced controls suppliers.
8. Support the Controls Project Manager by:
 - a. working with Purchasing to procure engineering drawings, submittal data, panel builds, testing and programming services and O&M data.
 - b. ensuring the project timeline is met and working to manage risk by monitoring submittal approvals, managing risk of pre-releases, managing resources for testing and distinguishing other obstacles, such as project complexity, long lead-time parts, etc. that may impact project timing.
9. Handle QC checklist and reporting
10. Reporting to and from internal functions or external sources in a neat and traceable manner.
11. Assure complete handoffs and follow up to maintain the integrity of the handoff.
12. Take the lead in assuring accuracy for Control's systems, protocols, and documented procedures. Includes such activities as updating standard drawing templates, BOMs, Sequence of Operations, O&M Data, Duperon specifications, and all other related documentation in a timely manner. Controls Engineer shall have in-depth knowledge of pricing, labor costs, alternative materials, marketing objectives, industry standards & sales purchase orders.
13. Will follow all standards/processes as designated by company's quality system, ERP, and other process controls.

Job Specification

1. **Education:**
 - a. High School diploma required.
 - b. College Degree required; BSEE or related preferred.
 - c. Preferred: Formal Project Management certification or related training courses or equivalent experience.
2. **Experience:**
 - a. Required: 3 or more years engineering electrical equipment, to include 2 yrs. practical electrical installation and maintenance field work experience. Equivalent life experience will also be accepted.
 - b. Required: Hands-on experience with Allen Bradley controls
 - c. Required: 2 yrs experience with Ladder/PLC programming logic
 - d. Required: Computer Experience & Proficiency: to be proficient in and ACAD 2000 along with MS Office programs, such as Word and Excel.
 - e. Required: Ability to read and modify piping & instrumentation drawings, understand instrument installation requirements of NEC classified areas.
 - f. Required: Project Management work experience.



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- g. Required: Knowledge in ISA Standards and symbols, and detailed knowledge of NFPA/NEC codes.
 - h. Demonstrated ability to support the development, design, and construction of capital and expense projects from concept through start-up.
 - i. Proven experience in resolving electrical engineering production issues for panels, instrumentation, and devices.
 - j. Proven customer relations and handling difficult customer/vendor situations.

3. Skills:

- a. Generating electrical drawings and understanding industry standards.
- b. Meticulous attention to detail, able to multi-task well and complete projects on time, within budget, to the customer's satisfaction.
- c. Must have excellent customer and people skills: should be able to represent the company's image (consistent with our core value of "you'll like working with us!")
- d. Must be self-initiating, independent, and able to organize time and diverse responsibilities.
- e. Must have good problem-solving skills within customer and DC time and budget constraints.
- f. Must be able to work with a team and have demonstrated communication skills.
- g. Good driving record, per our insurance company requirements.

4. Working Conditions:

- a. We are located in downtown Saginaw, easy-to-access from I-675. Usual office working conditions with moderate noise such as computers, printers, telephones, and co-workers. Occasional exposure to elements such as noise, odor, dust, heat, cold and chemicals.
- b. Drug-free, non-smoking environment.
- c. Duperon Corporation is an excellent opportunity for an individual who is dedicated and looking to establish a career.
- d. Duperon Corporation is a dynamically paced company with a fast growth strategy—which often means protocols and processes that were appropriate a year ago are no longer valid. An individual should examine their personal style and preferences to determine if this would be a suitable environment.

5. Other Requirements:

- a. Dress Code is business casual, Shirts with collars, dress slacks and practice good hygiene.
- b. May require climbing stairs/embankments, standing/sitting for long periods, working on a computer a majority of your time, video conferencing, occasional lifting of up to twenty-five pounds, and walking distances of 100 yards or more over uneven terrain. When visiting customer sites, you will need to be able to traverse their location and exposed to individual conditions at each site.
- c. Must have a high level of personal integrity, ownership, and pride, and see something possible for oneself as an individual within the company vision.

