

FPS

Job Description

Job Title:

Step:

FBS Code:

Engineering Manager Nevada

FLSA Status:

FLSA Type:

Mgt Responsibilities:

Freedom to Act:

Nonexempt

Professional

Y

General Direction

Functional Area:

Department:

Last Change Date:

Engineering

Engineering

Compensation Guidelines

Salary Grade:

Bonus Eligible:

Commission Eligible:

Car Eligible:

Job Summary (maximum of four sentences)

Drafts complete sets of complex, detailed drawings, sketches and diagrams, and related specifications used in the design, the planning, and the production of engineered products. Occasionally, also performs engineering design work interpreting general designs prepared by others or completing details missing from designs.

Preferred: Three plus years related design drafting experience. Working knowledge of Microsoft Windows, Word, Excel and Access.

Job Qualifications (minimum requirements)

Educational Requirements:

High School Diploma or General Educational Development Diploma (GED) and a technical school degree with emphasis on drafting and math.

Experience Requirements:

Minimum of three years drafting experience.

Other Requirements:

AutoCAD training with solid understanding of drafting techniques and familiarity with engineering terminology.

Working Conditions / Physical Requirements

#	Essential	Primary Responsibilities
1	Y	Responsible for overseeing the design department - including supervising, supporting and coaching designers.
2	Y	Manages work load distribution amongst designers.
3	Y	Maintains up-to-date certifications.
4	Y	Implements and maintains paperless project management system.
5	Y	Implements and maintains design team OnTrack for Construction (beta).
6	Y	Independently reviews and validates information required to create drawings according to specifications and standard procedures. Utilizes CAD system for drawing responsibilities.
7	Y	Independently prepares application drawings for Fike's systems - utilizing the standards set forth and all the National Fire Protection Association, as well as any additional codes and standards of the Authority Having Jurisdiction (AHJ).
8	Y	Reviews and approves drawings prepared by others. Ensures all designer drawing layouts and plan sets are consistent.
9	Y	Maintains drawing database, service request report, and drawing files.
10	Y	Responsible for submittal and close out of design packages which are to be delivered to the AHJ and customers.
11	Y	Provides copies of drawings to the installation, sales, and commissioning teams.
12	Y	Provides pictorial artwork for graphic maps, graphic annunciators, sequence of operations, and warning signs.
13	Y	Maintains data sheets needed for submittal packages.
14	Y	Provides document support for Test Procedure Information (TPI).
15	Y	Examines progress, milestones and due dates, and if required, make revisions to target completion dates.
16	Y	Attends meetings to review new and ongoing projects to ensure that design and drafting requirements are correct, and that projects can be completed within established timeframes.
17	Y	Uses a variety of Fike developed, product specific software, such as FM200 Flow Calc's, Control Panel software, etc.
18	Y	Attends educational workshops and/or read technical publications to keep apprised of latest technical knowledge.
19	Y	Maintains the confidentiality of all information processed.
20	Y	Promotes design service business development offerings
21	Y	Writes design service proposals, issues quotations and follows-up .

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.