

FPS

Job Description

Job Title: Systems Designer	Step:	FBS Code:
FLSA Status: Nonexempt	FLSA Type: Administrative	Mgt Responsibilities: N
Functional Area: Engineering	Department: Engineering	Freedom to Act: General Direction
		Last Change Date:

Compensation Guidelines

Salary Grade:	Bonus Eligible:	Commission Eligible:	Car Eligible:
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Job Summary (maximum of four sentences)

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

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. Preferred: Three plus years related design drafting experience. Working knowledge of Microsoft Windows, Word, Excel and Access. Essential Skills: Subject Matter Understanding. Analytical. Computer Applications.

Working Conditions / Physical Requirements

#	Essential	Primary Responsibilities
1	Y	Independently reviews and validates information required to create drawings according to specifications and Standard Procedures. Utilizes CAD system for drawing responsibilities.
2	Y	Independently prepares application drawings for Fike's systems, utilizing the standards set forth by the Engineering manager and the National Fire Protection Association, as well as any additional codes and standards of the Authority Having Jurisdiction (AHJ).
3	Y	Reviews and checks drawings prepared by others.
4	Y	Maintains Drawing Database, Service Request report, and drawing files.
5	Y	Responsible for submittal and close out of design packages, which are to be delivered to the AHJ and Customers.
6	Y	Provides copies of drawings to the Installation, Sales, and Commissioning teams.
7	Y	Provides pictorial artwork for graphic maps, graphic annunciators, sequence of operations, and warning signs.
8	Y	Maintains data sheets needed for submittal packages.
9	Y	Provides document support for Test Procedure Information (TPI).
10	Y	Examines progress, milestones, and due dates, and if required, makes revisions to target completion dates.
11	Y	Attends meetings to review new and ongoing projects to ensure that design and drafting requirements are correct in order to complete projects within established time frames.
12	Y	Uses a variety of Fike developed, product specific software, such as FM200 Flow Calc's, Control Panel software, etc.
13	Y	Attends educational workshops and/or reads technical publications to keep apprised of latest technical knowledge.
14	Y	Maintains the confidentiality of all information processed.

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.