FELLING TRAILERS, INC.

POSITION DESCRIPTION

Job Title: Designer

Pay Level:

Exemption Status: Non-Exempt

Department: Engineering

Authorization: _____

Date: July 9, 2015

JOB SPECIFICATIONS

FACTOR	LEVEL
Education:	High School plus 2 years
Related Experience:	1 year
Supervision Given:	None
Supervision Received:	Project Manager

Job Summary:

The Designer is responsible for creating designs of trailers, components and subassemblies and converting designs into working computer documents.

Essential Specific Job Duties:

1. Keeps abreast of changes, developments and new products in his/her area of responsibility and advises management of potential applicability.

2. Receives sales orders and reviews vault to determine if the model or component or something similar has been done before.

3. Prepares sales drawings as needed using computer assisted design/drafting equipment and software.

4. Reviews drawings/designs to determine if they are up to date and revise as needed.

5. Completes all blue prints designs on sales orders.

6. Assists Sales Representatives with any questions/issues they may have.

Essential Specific Job Duties (Continued):

7. Works with Engineers to convert prototypes into production models.
8. Works with shop personnel to troubleshoot and solve issues.
9. Specs out vendor products such as axels, lights, windows, etc. with Purchasing Department.
10. Produces illustrations to demonstrate operations, etc.
11. Works with Quality Control to assure parts meet specifications
12. Works with close supervision from Engineer or Engineering Project Supervisor.
13. Work is frequently reviewed by Engineer or Engineering Project Supervisor.
14. Performs trailer balance calculations.
15. Maintains working knowledge of DOT standards.

Essential Universal Job Duties:

16. Improves self in any way possible to enhance job performance.
17. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.
18. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
19. Functions as a team member by assisting, supporting and encouraging other employees in any way possible.

Non-Essential Job Duties:

20. Performs related work as required, willingly and eagerly.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Descriptive factors are defined and abbreviated as follows:

N/A – Not applicable
S – Seldom performed 1-20%
O – Performed occasionally 20 –50%
R – Performed regularly 50 – 100%
EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.

Physical Demands	N/A	S	O	R	EF	Working Conditions	N/A	S	O	R	EF
Standing		X				Extreme Heat 80 > degrees	X				
Sitting				X	X	Temperature Changes	X				
Lifting 0 – 30 lbs.		X				Noise > 80 decibels	X				
Lifting 30 – 50 lbs.		X				Vibration	X				
Lifting 50+ lbs.	X					Heights	X				
Carrying 0-30 lbs.		X				Work Outdoors	X				
Carrying 30-50 lbs.		X				Work with People				X	X
Carrying 50+ lbs.	X					Work around People				X	X
Pushing		X				Work alone			X		X
Pulling		X				**Substance Exposure**	**N/A**	**S**	**O**	**R**	**EF**
Grips/Grasps			X			Acids, Corrosives	X				
Finger Movement				X	X	Epoxies	X				
Reaching/Stretching		X				Dust	X				
Walking		X			X	Fumes	X				
Climbing		X			X	Mists	X				
Running	X					Gases	X				
Jumping	X					Chemicals	X				
Rapid Work Speed				X	X	Body Fluids	X				
Bending		X				**Equipment**	**N/A**	**S**	**O**	**R**	**EF**
Speaking Clearly				X	X	Motor Vehicles	X				
Hearing Conversation				X	X	Hand Tools			X		
Hearing High Acuity	X					Machinery	X				
Seeing – Near				X	X	Machine Tools	X				
Seeing - Far			X		X	Lifts	X				
Depth Perception			X			AV Equipment		X			X
Color Perception		X				Personal Computer				X	X
Typing/keyboarding				X	X	Office Machines			X		X
Writing			X		X	**Protective Clothing**	**N/A**	**S**	**O**	**R**	**EF**
Filing				X	X	Facial Covering	X				
						Latex/Vinyl Gloves	X				
						Safety Glasses		X			X