

Department: Unitron Controls®	Reports To: Unitron Controls® Manager
	Revised: May 2022

JOB SUMMARY:

Assist our controls Designer & Project Managers (DPMs) and panel builders with industrial control panel projects. You will receive 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:

- Gain an understanding of 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 and Production Supervisor to ensure successful project completion
- Device programming and factory function testing support
 - Including VFDs, soft starters, process controllers, relay logic, etc.
 - Calibration of analog and digital process measurement transmitters
- 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
- Train panel builders during control panel production and factory function testing
- Panel building and/or function testing duties, as required
- 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 ensure the success of Barney's and our employees.

Software:

- Microsoft Office Suite
- AutoCAD Electrical and/or AutoCAD LT
- Prophet 21

Purchasing /Inventory:

- 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.

Sales:

- Unitron Parts Quotes/Sales & Counter Sales
- Assist with the preparation of technical sales presentations for customers/engineers



UNITRON CONTROLS® DESIGN & PRODUCTION ASSISTANT - I

- Join D&PMs and/or pump sales team on sales calls for technical sales support

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 required

WORK EXPERIENCE:

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

LICENSES AND CERTIFICATIONS:

- Must maintain a valid Florida driver's 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
- 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