

In addition to the functions listed above, the employee is expected to: strive to exhibit and apply GSI's attributes, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with co-workers and clients, work with accuracy, efficiency, and attention to detail, maintain good attendance by working when and where directed, work safely in compliance with all safety policies, respect the work environment and keep it as neat and clean as possible, and exercise initiative to learn new skills and tasks and to help co-workers when possible. **The employee is also expected to perform such other duties and functions as required and assigned from time to time.**

The Physical Requirements Checklist that specifies the physical demands for this job is attached and is incorporated into this description.

Qualifications:

- A valid driver's license
- Fluent in reading mechanical blueprints
- Excellent computer and keyboarding skills
- Proficiency with Microsoft Office software products
- Understanding or has a relationship with industry vendors
- Strong organizational skills; good verbal and written communication skills
- Workable understanding of fabrication and welding techniques and symbols, shop practices as well as other manufacturing processes
- Preferred requirements:
 - AA or BS degree in engineering or computer aided drafting/design or related field.
 - 2 years of experience working in a mechanical engineering department.
 - Minimum of two years of experience working with a CAD software program. Proficient with AutoCAD and Inventor 2012 or higher.

Machines/Tools/Equipment:

Computer, basis office equipment (copier, calculator, fax, telephone, etc.)

Working Conditions:

A mixture of a controlled office, shop and warehouse environment with varying year-round temperatures. Occasional travel by vehicle to construction job sites, during all stages, in all types of weather conditions.

Must be able to speak & understand detailed information through oral communication and be able to see clearly and recognize small details.

Must be able to perform activities requiring use of arms and legs, including climbing ladders/scaffolding, lifting & handling materials, walking & balancing, stooping.

Employee Signature

Date