



**Job Title:** Automation Specialist  
**Department:** Automation Services Division  
**Direct Report:** Controls Engineering Manager  
President, North American Division  
**Effective:** January 2012

**Supersedes:**

### **Job Summary:**

The Automation Specialist is responsible for supporting the company mission by performing but not limited to the following:

Designing, implementing, testing and servicing a variety of automated systems. Excellent analytical skills and ability to design solutions that work to meet the project requirements, utilizing PC and PLC based systems. Work within a team environment and/ or independently performing with a high degree of originality, ingenuity, judgment, and knowledge in the areas of hardware, software and mechanical design. Must be able to work various shifts and travel to various locations worldwide.

### **Responsibilities:**

- Create high quality software for our OEM partners and integrated software solutions that meet/exceed our customer requirements.
- Effectively work on multiple, diverse projects concurrently with a high level of attention to detail and follow through.
- Design control systems as requested by the customer. Must be able to generate schematic diagrams, panel layouts, and bill of material.
- Perform functional test of machinery on-site and off-site.
- Assist with troubleshooting and problem-solving skills as related to machinery and control systems.
- Ensure project designs comply with engineering principles and all regulatory requirements.
- Adhere to proper safety procedures.
- Ensure sensitive and confidential information is kept in strictest confidence.
- Adherence to the Company's and Customer's policies and procedures.
- Attendance and participation in regular meetings with the team.

- Communication with all team members on a regular basis.
- Submitting of required documentation, including time sheets, service reports and company credit card receipts in accordance with company policy.
- Maintain professionalism when dealing with customers and fellow employees.
- Additional responsibilities as assigned.

**Qualifications:**

- Diploma in Advanced Control Systems field. Prefer 5+ years industrial work experience.
- Strong knowledge of electrical engineering design in the field of industrial automation, troubleshooting and servicing. Extensive awareness of electrical engineering technology trends; and thorough understanding of product and business requirements.
- Experience with principle PLC manufacturers, such as: Allen-Bradley, GE Fanuc, or Siemens.
- Must demonstrate an ability to think strategically, analyze complex problems and create innovative solutions.
- Experience working as part of a team and independently.
- High level of written and verbal communication skills.

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Employee Signature

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Date