POSITION: TECHNICAL DESIGN SPECIALIST

DEPARTMENT: ENGINEERING

REPORTS TO: TECHNICAL PUBLICATIONS MANAGER

UPDATED: May 30, 2019

Basic Function
Use knowledge of current design and engineering and publishing software to produce visual materials for technical manuals, replacement parts manuals, technical bulletins, packaging & labeling, and informative and instructional material for access through a variety of media outlets such as websites, CD-ROMs, and printed material.

Generates and manipulates graphic images, text from engineering drawings, and production software into consolidated and seamless information for customers and dealerships.

Must remain abreast of technological advances in the field and be able to identify areas of use in the organization. Familiar with standard concepts, practices, and procedures within engineering, production, and sales.

Primary Duties and Responsibilities
1. Prepare a replacement parts manual for each piece of Kolberg-Pioneer equipment, using the engineering bill of material, engineering models, and engineering drawings.

2. Identify and include drawings or other information necessary for equipment set-up and installation.

3. Record keeping and filing.

4. Use current software to create, update, and post technical information for Company website.

5. Drawing duplication – scan and/or print.

6. Develop art work for decals, labels and other required materials.

(continued)
Position Description for TECHNICAL DESIGN SPECIALIST, cont.

**Secondary Duties and Responsibilities**

1. Mail, UPS, or overnight information as required.

2. Duplicate, compile, package, and mail materials.

3. Recordkeeping and filing.

4. Fill in project and project manager information and distribute orange/blue card information to Engineering.

5. Distribute mail

6. Provide assistance and/or perform other related duties as assigned.

**Essential Qualifications**

1. Ability to operate a computer and general office equipment, including Microsoft Office Software.

2. Detailed oriented

3. Ability to work well with others and demonstrate good oral and written communication skills.

This description is intended as a guide only. The listed duties may be changed at the discretion of the incumbent’s supervisor.