

TILLGES CERTIFIED ORTHOTIC PROSTHETIC, INC.

- I. POSITION:** Entry Level Composite Engineer
- II. PERSON CURRENTLY OCCUPYING THE POSITION:**
- III. REPORTS TO:** Lab Manager
- IV. SUPERVISES:**
- V. POSITION SUMMARY:** Position involves daily interaction with technicians utilizing composite materials, CAD design, use of CNCs robots and 3D printers.
- VI. EDUCATION/TRAINING/JOB KNOWLEDGE REQUIREMENTS FOR THIS POSITION:**
- a. B.S. Mechanical Engineering, Mechanical Engineering Technology, Composite Materials Engineering, or similar technical discipline
 - b. Ability to work independently but under guidance from direct supervisor/manager
 - c. Proficiency in general office computer technology and system operations
 - d. Ability to communicate effectively, written and verbally, with peers, management, and others
 - e. Possess ability to troubleshoot on the fly and think critically to solve problems as issues arise
 - f. Strong mechanical aptitude with good 'hands-on' skills
 - g. Posses' ability to recognize opportunities for advancement with the desire to improve operations
 - h. Previous experience with computer/robotic programming and/or 3D printing is a plus
- VII. PHYSICAL REQUIREMENTS OF THIS POSITION:** Able to move quickly about the office and lab, and maintain fast pace required by the organization. Standing, bending, reaching, lifting required. Able to operate equipment required for production as well as a computer, phones.
- VIII. WORK ENVIRONMENT:** Normal office, lab and clinic working conditions. Some exposure to dust and noise.
- IX. HOURS:** Monday-Friday; 8:00 am – 4:30 pm (or as stated in Employment Letter)
- X. RESPONSIBILITIES:**
- a. Evaluating current manufacturing processes, assisting in new composite material product design, fabrication, and assembly tooling/training
 - b. Work on design projects, testing, product trials and product launches
 - c. Provide support for production problems to operations
 - d. Develop and deploy training procedures and standards for assembly technicians
 - e. Enhance profitability and improve quality through new products, equipment, and process changes
 - f. Work with purchasing to set up material and equipment vendors
- OTHER:**
- a. Keep abreast of new developments concerning orthotic/prosthetic devices
 - b. Maintain familiarity and compliance with TCOP's Quality Assurance Program, Corporate Compliance Program, and all TCOP policies & procedures

- c. Communicate effectively & professionally with practitioners, co-workers and others as required for the purpose of providing coordinated and quality clinical services to patients, maintain a professional manner, conduct and appearance and work as a team member at all times
- d. Abide by the Canons of Ethical Conduct (ABC's code of professional ethics), and function in accordance with the ABC Scope of Practice Report (Appendix E)
- e. Accept other occasional responsibilities outside of the above duties on occasion as special circumstances require

Accepted and Signed by Employee

Date