

POSITION OPENINGS
May 2008

JOB TITLE: CAD Designer-Mechanical

GENERAL FUNCTION: Develops conceptual and detailed designs for fabricated metal products.

DUTIES AND RESPONSIBILITIES: Prepares design concepts, Shop and Fabrication drawings, Parts Lists and related documents.

QUALIFICATIONS:

- Must have a minimum of 5 years CAD experience in architectural, structural, fabricated metal, or related product design. Similar work experience in a closely related field may be considered.
- Autocad 2D experience required with Autocad Inventor experience a plus.
- Formal training/degree in mechanical technology, architecture, industrial design, or related technical discipline is highly desirable.

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JOB TITLE: Engineer – Mechanical

GENERAL FUNCTION: Provides mechanical engineering, design, and drafting support for product application, new product development, and manufacturing engineering for fabricated metal products.

DUTIES AND RESPONSIBILITIES: Serves as project engineer on assigned projects. Conducts product design and engineering analyses. Develops new product designs.

QUALIFICATIONS:

- Degree in mechanical or structural engineering required and a minimum of 5 years experience in related engineering field required.

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JOB TITLE: Fabricators

GENERAL FUNCTIONS: Fabricates a variety of stainless steel metal products.

QUALIFICATIONS:

- Must have a minimum of 5 years TIG welding experience, ability to read and interpret blueprints and manufacturing instructions.
- Experience with light structural and sheet metal fabrication equipment and processes required.
- Must be a self-starter capable of independently completing assigned work based on written and/or verbal instructions.

February 2008

JOB TITLE: Project Manager – BU3

GENERAL FUNCTION: The Project Manager plans, directs and coordinates the activities of small to large projects to ensure customer satisfaction and timely, profitable completion.

DUTIES AND RESPONSIBILITIES:

1. Responsible for managing, coordinating and monitoring multiple projects from initiation through delivery.
2. Develop realistic, detailed and clear project plans coordinating customer requirements with GKD capabilities.
3. Ensure that all project technical, cost, and schedule requirements are realistic and clearly defined and communicated at project initiation.
4. Communicate GKD's project input needs (drawings, codes, special requirements) to customer and ensure that adequate response is obtained in a timely manner.
5. Review order contracts and expedite resolution of contract issues to eliminate delay in project kickoff.
6. Initiate and update project timelines and milestones with Primavera software and develop and maintain an up to date master project delivery schedule and communicate to all departments.
7. Manage/attend project meetings.
8. Track and execute action items.
9. Coordinate interdepartmental activities ensuring completion of projects by scheduled deadlines.
10. Coordinate drawings to and from the customer while working closely with GKD Engineering.
11. Maintain the highest level of customer satisfaction.
12. Astutely question and listen to clients to understand, anticipate and exceed their needs.
13. Travel within North America as needed to maintain effective Project Management.
14. Travel internationally as required for training at GKD-Germany.

QUALIFICATIONS:

1. Experience, Training and Job Qualifications
 - a) Bachelors Degree is preferred - will consider experience in similar position in lieu of.
 - b) Should have experience in Construction Project Management with duties similar to those defined above.
 - c) Must have excellent Blueprint reading skills.
 - d) Must have excellent verbal and written communications, and organizational skills with the ability to work well with a wide range of personnel.
 - e) Must have excellent computer skills including project scheduling, database, spreadsheet, and word processing.
 - f) Must be able to travel as required in support of assigned responsibilities.
2. Personal Qualifications
 - a) Willingness and ability to abide by Company work, safety, attendance, and all other rules.
 - b) Well organized and self-motivated to handle multiple projects and a wide variety of duties with minimum supervision.
 - c) Must be detail oriented and able to develop consistent, accurate, thorough documentation of all work in accordance with Quality Procedures.
 - d) In all actions, demonstration of a commitment to perform quality work and meet all project schedule milestones, while building a positive relationship with coworkers, customers, and outside suppliers through professional conduct.
 - e) Must be professional in appearance, attitude and communications.

3) Physical Qualifications

- a) Ability to see with at least 20/40 corrected vision in the best eye.
- b) Ability to hear telephones and conversations at normal volume
- c) Ability to lift 15 pounds to shoulder height.

Job Classification: Salary, exempt under FLSA classification: Administrative Employees.

Responsible to: President

Tom Powley

President