

# Job Description

**Job Title:** Civil Engineer Technologist - Sorbweb

**Reports To:** Director of Engineering

**Location:** 85 Morrow Road

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## Summary Statement

Under the supervision of the Director of Engineering, the position performs a variety of functions. These duties include but are not limited to assisting with drawing and designs, assisting with installations of Sorbweb products and systems and consults on site. The remaining points are inserted under the duties and responsibilities section.

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## Key Relationships:

**Internally:** Executive Director, Director of Engineering, Sales and Marketing Manager, Office Administrator, Sales/Customer Service Representatives, Warehouse employees

**Externally:** Suppliers and Corporate Partners

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## Qualifications:

### **Education Essential:**

- Completion of a University degree or College diploma in a technical field of study

### **Knowledge Essential:**

- Experience in a related field
- Intermediate knowledge of Microsoft Office and Internet Explorer
- Strong hands on technical ability
- Strong knowledge of AutoCAD

### **Skills and Abilities Essential:**

- Ability to work independently as well as cohesively with employees and managers are part of a team
- Excellent problem solving and conflict resolution skills in order to resolve conflicts and problems
- Excellent interpersonal skills in order to maintain an excellent rapport with co-workers
- Detail oriented and excellent organizational and multitasking skills
- Ability to work efficiently and effectively under pressure with simultaneous deadlines
- Ability to think on your feet, assessing and planning and troubleshooting strategies
- Ability to be energetic, driven and personable
- Ability to travel when necessary

- Self-starter with a strong ability to motivate others by example and attitude

### **Special Qualifications:**

- Flexibility to travel 50% of the time both in and out of the country and must have a valid passport allowing international travel
- Must have a valid Ontario Drivers License to operate own, company and/or rental vehicle and be able to provide a clean driving abstract
- May be required to complete drug and alcohol testing, as applicable

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### **Major Duties and Responsibilities:**

1. Assists with drawings and design work for project/client proposals.
2. Collect technical and commercial information and data for written report(s).
3. Assists with installations of Sorbweb products and systems.
4. Prepare technical documents for testing of products and equipment.
5. Promotes Sorbweb products and services at tradeshow, selling and cold calling as required.
6. Consults with customers on their application.
7. Works with the Director of Engineering to manage priorities within this area.
8. Conducting market analyses and presenting findings to the Director of Engineering for acquisition, development, disposition and company investment strategies.
9. Provide input in contractual agreements for Sorbweb products and services.
10. Greets customers and suppliers and discusses the type, quality and quantity of products or services sought for purchase.
11. Advises customers on use and care of products, and provides advice concerning specialized products or services.
12. Estimates or quotes prices, credit terms, warranties and delivery dates.
13. Responsible to know all products availability, use, benefits and pricing structure.
14. Responsible for pre-contract and contract review with customers.
15. When needed, initiates the sales process through prospecting and cold calling and making initial presentations and clarifying account requirements.
16. Utilizes corporate resources as required to nurture new accounts and retain existing accounts.
17. New and changed product development, formulation and specification of these products and plant trials.
18. Maintains complete knowledge of and complies with company and departmental policies, procedures and standards.
19. Maintains client and company confidence by keeping information confidential and secure.
20. Maintains a positive working relationship with team member and management in a team environment.
21. Sets-up and organizes individual work area designated supplies, forms and resource materials while maintaining cleanliness at all times.

**Mental Effort Required to Perform the Job:**

- Frequent mental attentiveness and listening is required when performing Sorbweb installations
- Frequent mental effort is required in multi-tasking and handling interruptions that require constant refocusing
- Frequently jobs may have dissimilar tasks and may require a high degree of accuracy

**Physical Effort Required to Perform the Job:**

- Occasionally sitting for periods of time while completing drawings and designs
  - Occasionally travelling to customers applications to perform installations
  - Occasionally working in extreme cold or heat etc.
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**Responsibility for Resources:**

- Responsible for work area
- Responsible for the development of Sorbweb and related product lines
- Responsible for maintaining all paper work in association with product development

**Responsibility for Decision Making:**

- Determines which market the new product would fit into

**Working Conditions**

- Continuously working in an assigned workstation
  - Occasionally traveling to customer and potential customer locations
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A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor

**I understand and acknowledge my duties and responsibilities as described in the following job descriptions.**

**I understand that my job is not limited to the outlined duties and responsibilities.**

Last Updated: 09/01/2019

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**Name (Please Print)**

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**Date**

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**Signature**