



POSITION REQUEST FORM

Please complete all the information below.

Requisition #

Position / Slot Information:							
Dept. #:	2212	Dept. Name:	Robins Customer Site	Date Submitted:	9/25/2014	Date Required:	10/3/2014
Intergraph Job Title:	Customer Engineer II	Position Code:	575	Salary Plan:	TBD	Salary Grade:	08STDT
Work Location Will	Customer Site <input checked="" type="checkbox"/>	Intergraph Office	<input type="checkbox"/>	Home Office	<input type="checkbox"/>		
Work Location Address: Robins Customer Site							
Travel Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, percentage of travel required: 10%					
Direct Charge / Billable Slot:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please provide %: 100					
Bonus / Incentive Plan:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please attach specifics on a separate page.					
<input checked="" type="checkbox"/> Replacement for Terminated Employee	Replacing: Cody Carter			Employee 018894			
<input type="checkbox"/> Replacement for Transferring Employee	Replacing:			Employee			
<input type="checkbox"/> New Position							
Employment Type:	EX40 <input checked="" type="checkbox"/>	NEXE <input type="checkbox"/>	EX30 <input type="checkbox"/>	PART <input type="checkbox"/>	TEMP <input type="checkbox"/>	TTPC <input type="checkbox"/>	COOP <input type="checkbox"/>
Security Clearance Required?	NONE <input type="checkbox"/>	CONF <input type="checkbox"/>	SECRET <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>	NAC		
Interviewers:	Name Stephen Turner	Ext	Name Mike Rutland	Ext			
	Name Robert Toler	Ext	Name Tom Beil	Ext			
Position will report to:	Name Tom Beil	Employee #:	019174	Title:	Exec WR IGS Site Manager		

Job Description (Please be specific):

JOB DESCRIPTION: Jr. Mechanical Engineer. Incumbent will specify system components or direct modification of products to ensure conformance with engineering design and performance specifications. Duties include research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems, and processes to meet requirements, applying knowledge of engineering principles. Investigate equipment failures and difficulties to diagnose faulty operation and to make recommendations to maintenance crew. Assist drafters in developing the structural design of products, using drafting tools or computer-assisted design/drafting equipment and software. Provide feedback to design engineers on customer problems and needs. Assist installation, operation, maintenance, and repair to ensure that machines and equipment are installed and functioning according to specifications. Conduct research that tests and analyzes the feasibility, design, operation, and performance of equipment, components, and systems. Evaluate projects initiated by field requests, using command and fleet logistic needs. Assist maintenance personnel with implementing inspection and repairs. Review, evaluate and sign off permanent and temporary repairs designed by other engineers.

Qualifications (Education, Experience, Special Skills):

QUALIFICATIONS: (Education, Experience, Special Skills) **REQUIRED:** US Citizenship. Able to secure a secret security clearance. Bachelor's degree in an engineering discipline or a minimum of 2 years applicable experience in an aviation technical field. Experience in Reliability Centered Maintenance (RCM) and/or Maintenance Steering Group 3 (MSG-3) philosophies. Strong analytical troubleshooting skills and experience preferably in a commercial or military aircraft maintenance environment. Exceptional communication and organizational skills that lead to being an effective change agent. **DESIRED:** Familiarity with the Air Force maintenance environment and related data collection systems. Prior experience in Maintenance Steering Group 3 (MSG-3) scheduled maintenance program development including: systems, structures and zonal analyses.

Preferred Candidate Sources (Competitor Companies, Schools, etc.)

Justification for Request:

Approvals:

Requested By:	Date:	Business Operations Manager's Signature:	Date:
Manager's Signature:	Date:	President's Signature:	Date:
Vice President's Signature:	Date:	CEO's Signature:	Date: