



<b>Incumbent:</b>	TBD	<b>Department:</b>	Engineering
<b>Reports to:</b>	Neil Stewart	<b>Title:</b>	Manager, Engineering & Quality
<b>Location:</b>	Guelph	<b>Review Date:</b>	

**Job Profile:**

Concast's Engineering Department requires an Engineering Take Off to work with members of our engineering team, to process and manage incoming projects from design, material take off, production and quality control. The successful candidate will begin their onboarding to the Engineering Department through Concast's Quality Assurance Team and the operations production Process. Once complete the individual will have a solid foundation to continue their training with the Engineering Team on assigned projects and orders.

**Primary Responsibilities:**

The Engineering Take Off will be a part of the project team responsible for carrying out any required project related activities, and provide technical and administrative duties including, but not limited to the following:

- Project assessment including contract reviews and rough-cut demand assessments and project planning
- Communications directly with our Customers and Sales Representatives
- Materials takeoffs
- Project configuration
- Product design assessments
- Special materials specification and ordering
- Translation of product design information to non-technical staff
- Product Inspection support for Quality Assurance Department
- Provide internal and external technical support
- Engineering record keeping
- May participate in simple drafting, detailing and preparing fabrication drawings

**Required Skills and Attributes:**

- Proficient in Microsoft Office
- Knowledge of Titan OTS system will be an asset
- Ability to respond quickly in a dynamic and changing environment
- Ability to effectively communication both verbally and in writing
- Ability to prioritize and manage conflicting demands
- Demonstrated time management skills
- High level of integrity and work ethic

**Education Requirements & Qualifications:**

- Certified Engineering Technologist (CET) designation required or in progress
- Experience in a related field is an asset

**Working Environment:**

- Open office high traffic environment with appropriate facilities
- Office workstation cubicle, extended periods of sitting
- Workstations are equipped with a desk, chair, filing cabinet, mid-height partitions, integrated office phone, and computer
- Normal office hours of operations are 8:00 am – 4:30 pm with a 30-minute unpaid lunch break, Monday to Friday, however overtime may be required from time to time in order to accommodate business requirements
- Hours / Shifts may be subject to adjustment based on seasonal requirements.
- Physical activities will consist of prolonged periods of sitting, periodic filing, inter-office walking through a multi-level facility, occasional site-visits, and meeting room attendance.



## JOB DESCRIPTION

### ENGINEERING TAKE OFF

If this sounds like your next exciting career opportunity and you meet the minimum qualifications above, we want to hear from you! Please submit your resume and cover letter to [HR@concastpipe.com](mailto:HR@concastpipe.com) or apply using the link provided. Only those selected to move forward in the recruitment process will be contacted for an interview.

Concast is an equal opportunity employer, and we are committed to establishing a qualified and diverse workforce. We are committed to accommodating applicants with disabilities throughout the recruitment and selection process, in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*. Should you require a disability related accommodation to participate in our recruitment process, please contact Human Resources. Any information received relating to accommodation will be addressed confidentially.