



Old World Industries, Inc.

Electronics Engineer / Quality Control / Tech Writer

Automotive Administration #75

REPORTS TO: Sr. VP of Technology

POSITION PURPOSE: Research, analyze, design, develop, write, edit, and publish technical documentation for electronic products. Evaluate and maintain product design, create, maintain, update documentation

DUTIES, TASKS AND RESPONSIBILITIES:

ENGINEERING RESPONSIBILITIES:

- Review all manufacturers' product specifications and work with manufacturer to revise as necessary.
- Develop an understanding of major competitor's product specifications to help facilitate competitiveness of product design.
- Develop new product technical specifications with manufacturer to meet Marketing's product performance expectations; assure product competitiveness; also to meet all ANSI, FCC, UL, CSA and other required North American Market standards as they apply per product type.
- Facilitate collection of all relevant technical information from manufacturers (and the market place for prior art) for patent clearance of new products.
- Develop basic understanding of patent search results (for new products) to help determine needed information to be collected and facilitate the patent review process.
- Review manufacturer's Industrial Product Designs and facilitate Peak Visual Brand Language (promote "The Peak Electronics Product Family Look") for new products. Direct redesign efforts of manufacturers and have designed/redesigned done as necessary.
- Keep on top of recent product technologies, design trends, manufacturing processes, inspection techniques for product category and work with manufacturers to promote product manufacturing cost competitiveness and state of the art product quality, product features & design.

QUALITY CONTROL RESPONSIBILITIES:

- Develop test protocol with outside test labs (the initial prototype testing criteria and also the final manufactured product inspection protocol)
- Review all outside test / inspection results, advise and make recommendations as necessary.
- Review product manufacturing processes and quality checks at suppliers to determine that proper processes are in place to assure product quality at manufacturer's facilities.

TECH WRITING & PROOFING RESPONSIBILITIES:

- Review all product packaging and labels for technical correctness and to make sure that they meet all North American market required standards.
- Write and/or rewrite manufacturers' product manuals as necessary to assure laymen understanding of product; correct and safe product operation; correct warning & caution notifications; and continuity of warnings & cautions all within an overall Peak Performance Electronics manuals look and format.

SKILLS, KNOWLEDGE AND ABILITIES:

- Bachelor's degree in Electronics Engineering or Advanced Manufacturing & Engineering
- 5-8 yrs experience with the automotive aftermarket industry or consumer electronics
- Experience with Electronics Design Engineering
- Four or more years of and oral communication experience
- Experience with MS Office including Powerpoint, on-line documentation software and oral presentations
- Ability to work independently without significant management oversight and exercise sound judgment.