



Girtz Industries  
 5262 N. East Shafer Drive  
 Monticello, IN 47960  
 574-278-7510

<b>Job Title:</b>	Electrical Designer 1	<b>Job Category:</b>	Salaried Non-Exempt
<b>Department/Group:</b>	Engineering	<b>Reports to:</b>	Upper level designer, engineering lead, or manager
<b>Location:</b>	Monticello, Indiana	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full time - on site
<b>HR Contact:</b>	Colleen Westfall	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	YES	<b>Posting Expires:</b>	
<b>Applications Accepted By:</b>			
<b>E-mail:</b> cwestfall@girtz.com		<b>Mail:</b> Girtz Industries c/o Colleen Westfall 5262 N. East Shafer Drive Monticello, IN 47960	
<b>Job Description</b>			
<p><b>Job Purpose:</b> To provide support for the Electrical Engineering Department by developing detailed drawings as described below and by providing support to Design Engineers.</p> <p><b>Job Requirements:</b></p> <ul style="list-style-type: none"> <li>• Requires a two year technical degree and 0-5 years of experience in the field or in a related area.</li> <li>• Has knowledge of commonly-used concepts, practices, and procedures within the electrical field.</li> <li>• Reliable and predictable attendance required.</li> </ul> <p><b>Job Duties:</b></p> <ul style="list-style-type: none"> <li>• Designs and develops layouts for electrical systems.</li> <li>• Assists in the production of detailed schematics and drawings for switchgear, enclosures, and other electrical components.</li> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>• Works under immediate supervision.</li> <li>• Primary job functions do not typically require exercising independent judgment.</li> </ul>			
<b>Approved By:</b>	Colleen Westfall	<b>Date:</b>	1/30/15