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# Example of Mechanical Engineering Technician Job Description

Our company is growing rapidly and is looking for a mechanical engineering technician. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for mechanical engineering technician

* Prepares scope of work, manual sketches, job plans and material requirements
* Prepares detailed cost estimates for fundable cost estimates for in-house accomplishment or government cost estimates for negotiating contract costs
* Performs technical reviews of all submittals on proposed methods, equipment, materials and schedules the projects
* Advises appropriate personnel on material requirements and production schedule due dates
* Direct daily interaction with the Equipment Engineers responsible for equipment projects, bringing questions and problems to the engineers as necessary
* Adhere to and promote safe work environment
* Competent mechanical technical expertise and aptitude
* Support engineering with complex engineering duties and/or hands-on tasks/feedback
* Troubleshooting and repair of complex mechanical assemblies
* Conducts testing and analyzes test results to troubleshoot and repair product

## Qualifications for mechanical engineering technician

* 6-8+ years technical/mechanical related experience
* A want-to-learn-everything mindset with a desire to contribute ever more skills and knowledge to the department
* Associates degree in mechanical engineering or minimum 5 years of related coordinate measuring machine (CMM) assembly, integration, and calibration and/or acceptance experience
* Experience with statistics and problem solving methodologies required
* Ability to read assembly and schematic drawings
* Oral and written proficiency in English language