

Patterson Pump Co

GO11 Submittal Clerk 5A

Department: Engineering/Sales

FLSA Status: Non-Exempt

Grade/Level: 3

Job Type: Regular

Work Schedule:

Monday - Friday 8:00 a.m. - 4:30 p.m. Additional hours as needed.

Job Status: Full Time

Reports To: Engineering Manager

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Support Engineering and Drafting utilizing Adobe Acrobat, Syteline and other sources to create Submittals, Manuals, and other clerical duties.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Typing/importing shop procedures.
- Printing, scanning documents/all types, creating/Uploading electronic submittals/manuals/other documents, overseeing shipping of submittals/manuals by General Clerk, and collecting/maintaining internet data/manuals for documents.
- Maintain FP and Engineering Schedules.
- Typing/processing Engineering correspondences.
- Enter data into DOC's/Sharepoint.
- Process mail and perform clerical and administrative duties for engineering.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.
- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, etc.).

POSITION QUALIFICATIONS

Competency Statement(s)

- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required

Experience: None

Computer Skills: MicroSoft Office/Adobe Acrobat.

Certifications & Licenses:

Other Requirements: Perform all other duties as required by supervision.
Overtime as required.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O
Walk	O
Sit	F
Manually Manipulate	O
Reach Outward	O
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	O
Bend	O
Grasp	O
Speak	F

Lift/Carry

10 lbs or less	O
11-20 lbs	N
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	O
13-25 lbs	N
26-40 lbs	N
41-100 lbs	N

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Normal
- Sense of Touch

WORK ENVIRONMENT

Office environment.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.