**Company Background & Job Summary:**

Headframe Spirits and Headframe Spirits Manufacturing (HFS and HSM) were founded in 2010 and opened to the public in 2012. Headframe Spirits Manufacturing is responsible for the design and fabrication of continuous-flow distillation equipment as well as supporting services for client distilleries including equipment selection and facility design services.

The I&E Technician is an invaluable member of the Manufacturing team and is responsible for applying knowledge of code and specifications to ensure that Headframe designs and delivers the best equipment possible. This requires translating knowledge into practice for the individual in the role, as well as for the Manufacturing team as a whole. The I&E Technician is regarded as the in-house final word of all items I&E. Outside Professional Engineers will be utilized on occasion to support the decision making of the I&E Technician.

**Essential Duties and Responsibilities and Expectations:**

**I&E Panel Production & System Wiring**

70% of time  
Description of Duty/Task:

- Works with HSM design team on new distillation equipment design projects to
  - Ensure compliance with all applicable codes
  - Assist in selecting components for appropriate pricing
- Fabrication of electrical panels in their entirety
- Develop electrical diagrams and maintain those across multiple design iterations and multiple customers.
- Provide assistance to internal, external and customer engineering representatives regarding customer support, questions, pre-sales engineering decisions, etc.
- Install conduit, wire chases, wiring, and all other field electrical related items and equipment on Headframe distillation equipment.

**Headframe Spirits Manufacturing I&E Systems Design**

10% of time  
Description of Duty/Task:

- Works with HSM design team on new distillation equipment design projects to
  - Ensure compliance with all applicable codes
  - Select components for appropriate pricing
  - Design system integration components as necessary by project
- Participate in engineering design reviews and drive decisions on I&E related items during initial and final design processes.
- Work alongside engineering and design team to support the development of CAD and other engineering rated design drawings as needed.
- Maintain parts and equipment databases (non-CAD) related to the back-end engineering work for all projects.

**Headframe Spirits & Manufacturing Electrical Support**
Description of Duty/Task:

- **Travel**
  - 5% of time Description of Duty/Task:
    - Potential for distillation equipment install or repair/ modification work onsite at client locations. The need for international travel will be handled on a case by case basis.

**Education**

- 5% of time Description of Duty/Task:
  - Maintenance of certifications, as required
  - Safety training
  - Other miscellaneous education to support the needs of the department and/or to deepen or broaden skills to improve individual or departmental excellence.
  - Education may take any number of forms including but not limited to: Googling “how to…”, online or onsite training, locally provided training or multi-day offsite trainings

**Supporting Other Departments**

- 5% of time Description of Duty/Task:
  - Headframe is made up of several business units which each generate revenue in their own manner. As highly aligned, loosely coupled units, it’s incumbent on each employee to be ready to assist in other areas as needed to support the overall success of the company.

**Qualifications**

The successful candidate will appreciate Headframe Spirits values and excel at translating those values to excellent visual and written storytelling. The successful candidate must meet the following general qualifications:

- Prior Success in Similar Role(s)
- Coach-ability
- Curiosity
- Efficiency
- Intelligence
- Shares Our Values
- Confidence

- WorkEthic
- Ability to manage multiple concurrent tasks
- Appreciates versatility in a work day
- Is looking to make a long-term relationship with an employer
- Comfortable with time management and prioritization

**Minimum Qualifications (Experience/Education):**

In addition to the specific skills listed, this position requires a highly disciplined, efficient worker with a strong work ethic that can function effectively in both a team environment and on their own.

- Must have 4+ years experience in:
  - I&E panel design and fabrication
  - Electrical conduit & field wiring design, fabrication, and installation

**Competencies or Knowledge, Skills and Abilities (KSA’s):**

It should be noted that the functions and responsibilities listed here are not all inclusive of what may be expected from the individual holding this position. Headframe Spirits’ employees may, from time to time, be called upon to help out in areas that may lie outside of those described by the formal job description. It is expected that in such circumstances the employee execute the assigned tasks with the necessary safety, enthusiasm and attention to detail.

- Proficient with computers and Excel
- Understanding of current electrical & fire codes as they relate to I&E Panel and Electrical installation
- Must have strong attention to detail and documentation
- Able to communicate well verbally and in a written manner
- Proficient with all specialized tooling for electrical and instrumentation installation and fabrication.
Physical Demands & Working Conditions:

- Ability to lift and carry products/equipment weighing up to 50 lbs.
- Work will be performed at HSM unless otherwise authorized or requested by employer.