

## Motor Lab Coordinator

Advanced Energy is a non-profit energy consulting firm. We work with electric utilities, government and a wide variety of public and private partners. Our customized services include research, testing, training, consulting and program design. This position will be part of a team at Advanced Energy that primarily provides motor and drives testing in our lab for our clients. This job will support all aspects of the motors and drives test facility and the candidate will be responsible for working in conjunction with motor systems engineers and other staff to ensure profitability of our motor services work.

### Essential Functions

- Conduct and supervise motor system testing, lab equipment upgrades, equipment diagnostics and maintenance, quality control, data analysis, and technical report preparation, including maintaining lab reporting and work flow systems to facilitate efficient operation of the lab.
- Perform hands-on testing in the lab including equipment operation and maintenance, and data collection and analysis.
- Work with engineers to anticipate and oversee implementation of lab technical needs.
- Perform onsite audits of motor repair facilities.
- Provide engineering analysis and present concise results to customers.
- Help select equipment and measurement tools
- Prepare reports and documentation delineating tasks, analysis and design, test results, and recommendations for further action.
- Assist in designing and developing products and services that take advantage of new knowledge generated by applied research and engineering studies.
- Promote safety within the lab environment through the use of safety equipment and adherence to safety procedures; participate on or lead the AE safety committee.
- Train and manage personnel resources to maintain a safe and productive work environment.
- Recommend improved procedures such as work flow, testing/calibration procedures, etc.
- Develop technical knowledge through planned observation and training sessions with technical lead(s).
- Participate on project teams and adhere to project scope, timeline and budget.
- Communicate effectively with customers throughout the duration of each project and update project scopes/pricing as needed.
- Clarify and evaluate technical aspects of service requests from customers.
- Maintain individual technical and professional knowledge by attending workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.



## Requirements

- Bachelor's degree in Engineering or equivalent technical field preferred. Relevant technical experience may be considered in lieu of degree requirement.
- Requires a minimum of 3 years of relevant technical experience, preferably in the field of motors and drives. Experience working in a manufacturing environment or energy analysis experience a plus.
- Intermediate level of Microsoft Office Products required. Strong background in Microsoft Excel a plus.
- Knowledge of AC and DC power systems is preferred. Must have strong problem solving/data interpretation skills and communicate well both orally and in writing (particularly technical information). Ability to work in teams as well as independently, plan and deliver projects, develop and adhere to project budget, and provide excellent customer service. Strong organization skills and attention to detail required.
- Involves approximately 20% travel, occasionally for periods up to a week.
- Must have a valid driver's license.
- Must be able to work in industrial environments (plants and labs) to include ability to climb ladders, lift 30 pounds comfortably and follow safety instructions.

**Location:** Raleigh, NC

**Employment Type:** Full-time

*Advanced Energy is an Equal Opportunity/Affirmative Action Employer. Recruitment provided by Capital Associated Industries. To apply:*

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