RAINHOUSE

**Mechanical Designer / Project Coordinator**
**Reports To:** Mechanical Design Lead
**Position Type:** Full-time, Permanent
**Schedule:** Monday to Friday, 8-hour shift

**Position Summary**

Rainhouse is seeking a motivated and versatile Mechanical Designer / Project Coordinator to join our team. This role combines mechanical design, manufacturing planning, project coordination, and hands-on production support.

The successful candidate will help manage projects from concept through production, working with customers, vendors, and internal staff to deliver quality products on schedule. This role suits someone who enjoys both design work and hands-on shop involvement, including CAD, drawings, documentation, prototype builds, assembly, testing, troubleshooting, and production support. The ideal candidate is practical, organized, and enjoys solving real-world manufacturing problems.

**Key Responsibilities**

**Mechanical Design**

- Design mechanical components and assemblies using SolidWorks and Fusion 360.
- Produce 3D models, manufacturing drawings, and related technical documentation.
- Maintain design files and document control in accordance with internal ISO 9001 and AS9100 processes.
- Develop Bills of Materials, assembly instructions, work instructions, and manufacturing documentation.
- Support design for manufacturability, assembly, inspection, and testing.

**Project Coordination, Planning, and Supplier Management**

- Coordinate projects from quotation through production and final delivery.
- Maintain project schedules, priorities, action items, and customer requirements.
- Communicate with customers and vendors regarding requirements, quotations, procurement, manufacturing, and delivery activities.
- Coordinate internal resources for manufacturing, assembly, inspection, and testing.
- Plan manufacturing activities to meet customer requirements, quality standards, and delivery schedules.
- Develop work instructions, inspection requirements, and production documentation.
- Support continuous improvement across design, project coordination, and manufacturing processes.

**Production and Hands-On Support**

- Support assembly, troubleshooting, testing, and product realization activities.
- Assemble, modify, and validate mechanical and electro-mechanical systems.
- Use hand tools, power tools, and precision measuring equipment.
- Operate manual machine tools such as mills, lathes, drill presses, and related equipment when required.
- Build prototypes, fixtures, and production tooling.

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- Support production builds and special manufacturing projects.
- CNC machining experience is considered an asset.

**Qualifications**

- **Requirement: Eligible for timely Canadian Controlled Goods Program Clearance and Reliability Security Clearance.** (Example: Canadian Citizen or Permanent Resident with 5 years of Canadian history with no criminal record)
- Diploma or Bachelor's Degree in Mechanical Design, Mechanical Technology, Manufacturing Technology, or a related field preferred.
- 3+ years of mechanical design and manufacturing experience preferred.
- Proficiency with SolidWorks and/or Fusion 360.
- Experience producing manufacturing drawings.
- Strong understanding of machining, fabrication, assembly, and production processes.
- Experience coordinating projects, suppliers, or manufacturing activities.
- Strong mechanical aptitude and hands-on experience using tools and measuring equipment.
- Familiarity with ISO 9001 and/or AS9100 systems is considered an asset.
- GD&T knowledge is considered an asset.
- Experience operating manual machine tools is considered an asset.
- Basic electrical knowledge, including PCB assemblies, low-voltage DC, or AC systems, is considered an asset.
- Experience with ERP/MRP systems is considered an asset.
- Familiarity with ProShop ERP is considered a strong asset.
- PMP certification is considered an asset.

**Skills and Attributes**

- Strong problem-solving and troubleshooting skills.
- Excellent organization and project coordination ability.
- Comfortable managing multiple priorities independently.
- Strong communication skills with customers, vendors, and internal teams.
- Detail-oriented with a focus on quality, documentation, and execution.
- Comfortable working in both office and shop-floor environments.
- Proactive, practical, and willing to support wherever needed.
- Able to balance design, planning, communication, and hands-on production support.

**Benefits**

- Extended health care
- Paid time off
- Tuition reimbursement
- Company events
- Casual dress

Only shortlisted applicants will be contacted.