



## Job Specification: Technical Compliance Analyst

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### JOB DESCRIPTION SUMMARY

The Technical Compliance Analyst will develop and maintain system processes to ensure company compliance with all legal and regulatory requirements for all markets in which Morbark participates.

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### REQUIREMENTS

#### EDUCATION

- Associate Degree in a technical discipline

#### EXPERIENCE

- 1 – 3 years of Electrical Engineering-related experience
- 2+ years of experience in a compliance management program
- Demonstrated experience with multiple certification test agencies
- Demonstrated understanding of various regulatory standards
- Experience with regulatory certification requirements and processes in the U.S., Asia, and Europe
- Experience organizing compliance documentation and maintaining current certification availability to sales and customers

#### SKILLS

- Strong organizational skills and attention to detail
- Ability to manage multiple projects/assignment simultaneously
- Ability to effectively communicate with management, written and orally
- Ability to work effectively across organizations to achieve company goals and objectives

#### PERSONAL

- Demonstrated ability to lead courageously, maintaining a strong position amidst opposition to resolve important issues, and ability to navigate through complexity
- Ability to interact with all levels of the organization
- Business agility to manage complexity, change, and uncertainty; Flexibility; nimbleness
- Hands-on, energetic, and a “can do” attitude
- Honest, reliable, and ethical nature

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### DUTIES AND RESPONSIBILITIES

- Prevent compliance issues by collaborating with engineering planning and design teams, reviewing design data, identifying and resolving product and engineering design issues, identifying short-term and long-range issues, researching and identifying applicable regulatory and industry compliance standards and codes, and developing compliance policies

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- Organize compliance program by preparing timetables, cost estimates, and required resources, including test laboratories and equipment
- Determine compliance by establishing compliance test standards, conducting and witnessing tests, performing diagnostic procedures, analyzing and evaluating findings, and supervising sub-contractors
- Attain compliance by isolating and resolving non-compliance issues, recommending product and process changes, and initiating engineering change orders
- Document compliance by completing approval applications, recording test results, preparing investigative reports, preparing and filing Declarations of Conformity, and maintaining compliance database
- Prepare and present compliance reports with analysis of measurements, statistics, and other data
- Prepare and file complete compliance reports with regulatory agencies and other local, state, or federal entities
- Report the progress and support needs to management and inform engineering of compliance requirements and changes that impact design
- Represent Morbark on applicable standards committees

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## **COMPANY OVERVIEW**

Morbark, LLC, based in Winn, Mich., has been innovating and manufacturing durable, high-performance equipment for more than 60 years. Morbark's family of companies and equipment helps customers to process and convert waste wood and other organic materials into sellable end products. The Company and its affiliate brands, Rayco, DENIS CIMAF, and Boxer Equipment, produce a full line of brush chippers, stump cutters, mini skid steers, forestry mulchers, aerial trimmers, whole tree, and biomass chippers, flails, horizontal and tub grinders, sawmill equipment, material handling systems, and mulcher head attachments for excavators, backhoes, and skid steers. Sales and aftermarket support are conducted through a worldwide, authorized dealer network. For more information, please visit [www.morbark.com](http://www.morbark.com)

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## **HOW TO APPLY**

To apply for this position, please fill out our online application in the Careers section of [www.morbark.com](http://www.morbark.com).

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## **CONTACT**

Human Resources at [jobs@morbark.com](mailto:jobs@morbark.com)