
Job Description

Role:	Production Engineering Coordinator
Reports To:	Production Engineering Team Lead
Date:	June 2026

Kovatera Inc. is a privately-owned Canadian corporation. We specialize in the engineering, design, manufacture and sales of fit-for-purpose, small footprint utility vehicles. Kovatera provides aftermarket product support both directly and through its authorized worldwide dealership network.

We are ISO 9001:2015 registered and adhere to a comprehensive health and safety program. Our on-site engineering philosophy is to engineer vehicles that have the lowest Total Cost of Ownership for our customers given the harsh environments our vehicles work in.

Production Engineering Coordinator

Kovatera Inc is looking for a motivated fresher to join the Production Engineering Department and support day-to-day production, quality, and engineering activities. This role is ideal for someone who wants to grow in a manufacturing environment while gaining hands-on experience with fabricated parts, drawings, inspections, and production problem-solving.

Minimum Base Pay: **\$27.5/hr**

Job Responsibilities

- Support day-to-day production engineering activities related to quality inspection, NCRs, drawings, and production support.
- Inspect fabricated, machined, welded, and assembled parts against drawings, specifications, tolerances, and quality requirements.
- Create, document, track, and follow up on NCRs for internal production and supplier-related quality issues.
- Assist with root cause analysis, corrective actions, and containment activities for non-conforming parts.
- Support production with technical questions related to drawings, fitment, assembly, and part issues.
- Create and revise simple drawings, fabricated part designs, brackets, plates, guards, and production support components under supervision.
- Assist with drawing markups, redlines, BOM updates, part numbers, and engineering change documentation.
- Maintain inspection records, NCR logs, quality documents, and production engineering files.
- Work with engineering, production, purchasing, and quality teams to resolve daily production issues.
- Support continuous improvement activities related to quality, manufacturability, inspection methods, and production documentation.

Technical Qualifications

- Diploma or degree in Mechanical Engineering Technology, Mechanical Engineering, Manufacturing Engineering, Industrial Engineering, or a related field.
- 0–2 years of experience in manufacturing, fabrication, machining, welding, assembly, or quality inspection is preferred.
- Basic understanding of mechanical drawings, dimensions, tolerances, GD&T, welding symbols, and fabrication details.
- Basic knowledge of inspection tools such as calipers, micrometers, tape measure, height gauges, thread gauges, and check sheets.
- Ability to read and interpret drawings for fabricated, machined, and welded components.
- Basic CAD experience with Autodesk Inventor, SolidWorks, AutoCAD, or similar software.
- Understanding of BOMs, part numbers, drawing revisions, and engineering documentation is an asset.
- Familiarity with NCRs, root cause analysis, corrective actions, and quality inspection processes is an asset.
- Knowledge of fabrication, welding, machining, hydraulics, electrical routing, or mobile equipment is an asset.
- Proficiency with Microsoft Excel, Word, Outlook, and basic documentation tools.

Other Desired Qualities

- Strong attention to detail and ability to identify drawing, part, and quality issues.
- Willingness to learn from engineering, production, and shop-floor team members.
- Good communication skills with the ability to ask questions and clearly document issues.
- Practical mindset with interest in manufacturing, fabrication, and hands-on problem-solving.
- Ability to work in a fast-paced production environment and manage multiple small tasks.
- Organized and disciplined in maintaining records, NCRs, inspection documents, and drawing updates.
- Positive attitude, ownership mindset, and willingness to support production needs.
- Ability to follow instructions while gradually developing independent problem-solving skills.
- Team-oriented approach with respect for production, quality, purchasing, and engineering teams.
- Interest in continuous improvement, quality control, and production engineering processes.

If you are interested in being a part of our dynamic team and would be proud to work for a Canadian company, please submit a cover letter and resume to: Jay Trivedi, Engineering Manager at jtrivedi@kovatera.com.