



May 8<sup>th</sup>, 2014

Nassau County Social Services Department  
Veterans Service Agency  
2201 Hempstead Tpke, Building Q  
East Meadow, NY 11554

Dear John McMullin or Scott Castillo:

I have several job openings that I thought you should be aware of. If you have any candidates for these openings please ask them to apply online at [www.dtb.com](http://www.dtb.com).

**Open Positions:**

**Business Development Manager Engineering Services**

Dayton T. Brown, Inc. has a worldwide reputation as a leading provider of technical consulting and engineering services - including Structural Testing, Armament Systems Test, Conformance Inspections and Reliability Improvement. We support customers in the military and consumer industries worldwide. Driven by our continued success and growth we need expand our team of experienced Business Development Managers.

The role involves developing, managing and growing new business opportunities in the Military and commercial aerospace market. Reporting to the VP of Sales and Marketing, you will be responsible for developing new business opportunities and managing your existing portfolio of clients. You will be a self-starter who enjoys working in an autonomous role while being a member of a team of highly skilled colleagues.

You will be raising awareness of Dayton T. Brown, Inc.'s full range of services to both new and existing customers. This will involve conducting regular customer and site visits.

The role will also involve account management of existing clients; working to grow opportunities and resolve any issues or concerns they may have. You will need to maintain a sound knowledge base across Dayton T. Brown, Inc.'s full testing capability and work in close contact with the project engineers and delivery teams helping to sell our services and suggest improvements based on your customer experience.

You will be joining a successful sales team, in a growing business. You will be expected to meet set targets in line with Dayton T. Brown, Inc.'s future plans for growth.

**Required knowledge & experience**

You will have the following attributes and skills:

- Extensive relevant experience within the aircraft engineering and testing market
- Experience in aircraft engineering
- Evidence that you know your way around the aircraft industry
- An existing network of contacts relevant to this job throughout the military and commercial aircraft sectors.
- Proven sales track record, ideally in a consultancy organization, including account management, achieving targets and complex sales
- An understanding of key aspects of relevant accounts / the sector including Dayton T. Brown, Inc.'s relevant offering
- Strong Engineering and communication skills

Travel is required.

**Desirable knowledge & experience**

- Experience at presenting and high level customer contact
- BS Mechanical or Electrical Engineering. MS a plus.
- Minimum of 15 years experience in the aircraft engineering business.

### **EMI Technician**

Dayton T. Brown, Inc., a world class leader in Engineering and Test Services, has a challenging opportunity for an experienced EMI Technician.

Your responsibilities will include performing EMI test setup and perform EMI tests in accordance with MIL-STD-461, MIL-STD-704, MIL-STD-1399 and RTCA DO-160. You will also collect and provide test data to Engineers for report preparation.

Position requirements:

- AAS degree and/or equivalent experience
- Minimum of 5 years of experience directly related to EMI/EMC testing
- Experience with EMI test specifications: MIL-STD-461, MIL-STD-704, MIL-STD-1399 and RTCA DO-160.
- Must have the ability to interpret requirements, evaluate test results, and make recommendations to engineer on test requirements and test results.
- Hands-on experience with EMI/EMC test instrumentation such as spectrum analyzer, EMI receiver and oscilloscope.
- Must have the ability to work independently.
- Computer experience and literacy is required.
- Current US government security clearance a plus.

Work will be performed at DTB offices in Bohemia, NY, and at client facilities - Occasional travel will be required.

### **Project Engineer**

Dayton T. Brown, Inc.'s Engineering and Test Division has an exciting opportunity available for a motivated, self-starting individual to be part of our design engineering team.

We are looking for a Mechanical Project Engineer to provide hands on test engineering services for testing of commercial, industrial and military products and hardware. Responsibilities include but not limited to providing quotations, concepts, technical drawings, test plans, test reports, very active technical and customer liaison.

The ideal candidate will have at least 5 years experience in electro-mechanical products testing. Experience in fatigue and static testing using electro-hydraulics systems is a plus. Hands on automotive type trouble shooting skills, experience and interest also a plus. We are seeking an individual with a mechanical aptitude that can and wants to grow in a business that requires diverse engineering and technical skills.

### **Documentation Specialist**

Dayton T. Brown, Inc.'s Technical Services Division has a unique career opportunity for creative, aggressive and motivated Documentation Specialists.

This position requires the employee to be computer literate and be able to move from one project to another with ease. Must be able to work independently. Applicant will be required to work in XML and a content management system producing technical manuals.

The ideal candidate will have knowledge of SGML, XML and technical documentation. Must have a good working knowledge of MIL specifications and standards. Must have good communication skills and be able to work overtime.

### **Field Service Representative – Helicopter Modification**

Dayton T. Brown, Inc.'s Technical Services Division has a unique career opportunity for a creative, aggressive and motivated Field Service Representative.

The stability of Dayton T. Brown, Inc.'s 60 years of providing support to both military and commercial customers makes this a unique opportunity.

You will apply your ability to understand Engineering drawings and various forms of customer supplied source data to create detailed procedure for helicopter modifications. You will develop and validate technical instructions “on-the- fly” based on actual helicopter installation/modification process taking place in the field. Position requires travel, both domestic and international, in some cases, for extended periods of time.

Must have some field service experience, excellent communication skills and ability to interface closely with customers as an ambassador of the company in a professional manner expected of a Field Service Representative. Some technical writing experience a plus. Must be willing to develop advanced skills as it applies to developing procedures and interpreting engineering drawings. Ability to be flexible amid shifting priorities.

### **Project Manager, Technical Publications**

Dayton T. Brown, Inc.’s Technical Services Division has a career opportunity for a creative, aggressive and motivated Project Manager. The stability of Dayton T. Brown, Inc.’s 60 years of providing support to both military and commercial customers makes this a unique opportunity.

In this position you will be responsible for the planning, organizing, and managing of resources to bring about the successful completion of project goals and objectives while working within the constraints of scope, time, and budget while ensuring successful delivery and stakeholder satisfaction. You will identify project risks and implement risk management techniques and mitigation strategies. Estimate and schedule work tasks and duration, utilize monitoring tools and controls to track planned vs. actual task performance and key milestones. You must motivate team members to accept ownership and maximize productivity as well as implement project and personal lessons learned for process improvement.

The ideal candidate will have 15+ years’ experience in the development of technical data for commercial and military requirements.

You must:

- Be experienced with all aspects of Technical Publications and Logistics Support requirements for government contracts
- Be familiar with operation and maintenance of aircraft / avionic systems
- Have excellent communication skills.
- Have strong computer skills and be proficient in all Microsoft Office applications, including Word, PowerPoint, Excel, and Visio.
- Be a team player, willing to work overtime to meet demands

Some travel will be required.

### **Quality Control Specialist-Shelton, CT**

Dayton T. Brown, Inc.’s Technical Services Division has a career opportunity for a creative and motivated Quality Control Specialist.

The stability of Dayton T. Brown, Inc.’s 60 years of providing support to both military and commercial customers makes this a unique opportunity.

The Quality Control Specialist is responsible for assuring consistent quality of deliverables by developing and enforcing standard work, validating processes and providing documentation. They will be responsible for achieving quality assurance operational objectives by contributing information and analysis to strategic plans and reviews, preparing and completing action plans, implementing production, productivity, quality, and customer-service standards, identifying and resolving problems, completing audits, determining system improvements and implementing change.

The candidate is required to meet the following qualifications: 2-4 Year college preferred. 2-4+ years of experience in quality control as well as process improvement skills, Microsoft Office skills, managing processes, organization, analyzing information, detail orientation, professionalism, problem solving, and excellent verbal and written communication.

### **Technical Illustrator-Shelton, CT**

Dayton T. Brown, Inc.'s Technical Services Division has a career opportunity for a creative and motivated Technical Illustrator for our Shelton, CT office.

The stability of Dayton T. Brown, Inc.'s 60 years of providing support to both military and commercial customers makes this a unique opportunity.

The Technical Illustrator requires the employee to be computer literate and be able to maneuver between various graphic software programs. Must be able to work independently, some technical background in isometric drawings, schematics and 3-D modeling is required. Applicant must be organized, self-motivated, must be able to learn new skills quickly, this position requires the ability to multi task and have good communication skills.

The candidate is required to meet the following qualifications: BA in Graphic Design, two to four years' experience in the field. Candidate must be computer literate, with experience in Technical Illustrator, Photoshop, Adobe Illustrator, Isodraw, 3-D modeling drawing line illustrations. Desirable if experienced with JAVA and Flash, animation experiences a plus.

#### **Technical Writer, Shelton, CT**

Dayton T. Brown, Inc.'s Technical Services Division has a unique career opportunity for a creative, aggressive and motivated Technical Writer in our Shelton, CT. office.

The stability of Dayton T. Brown, Inc.'s 60 years of providing support to both military and commercial customers makes this a unique opportunity.

Your responsibilities will include developing clear, concise technical documentation in accordance with both military and commercial specifications from various types of source material including engineering drawings, bills of material, design specifications, reports, etc. Collaborate with Subject Matter Experts (such as engineers, technicians, programmers) to gain an understanding of the product. Ensure accuracy and completeness of technical documentation. Interface with support personnel concerning editorial comments and the preparation of illustrations.

This position requires:

- A 2 or 4 year engineering degree or equivalent on the job training and experience
- You must have 5 or more years' experience in the development of technical data for commercial and military requirements.
- A working knowledge of Microsoft Office: Word, PowerPoint, Excel, and Visio; as well as excellent communication skills is required.

Again, if you have any candidates for these openings please ask them to call or apply online using our web site at [www.dtb.com](http://www.dtb.com).

Very truly yours,

Dayton T. Brown Inc.

Jennifer Juliano  
Human Resources Specialist