

Job Description

Job title: Manufacturing Engineer or Technician
Department: Operations
Reports to: Operations Manager
Prepared by: Scott Dunne
Approved by: Ted Haller

SUMMARY

Responsible for providing engineering technical support to production. Emphasis is on supporting initial design prototypes and engineer-directed modifications with continued support throughout production process as needed. Carries major responsibility for input on manufacturability of product and development and implementation of new processes as required. Must work effectively with Manufacturing Engineering Technician, Engineering, and Operations Management.

ESSENTIAL DUTIES AND REPONSIBILITIES

- Provides shop floor coverage as assigned including satisfying the technical needs of the customer within responsibilities and identifying and working as required with associates outside the production area in resolving needs not within his/her responsibility.
- Specifies and develops tools (fabrication, gaging, test fixtures, etc.) required to perform the methods and provides accurate tool design to construct these tools.
- Oversees maintenance of fixtures (clamping fixtures, temperature compensation racks, etc.) .
- Provides operations instructions that clearly describe the method of operation and meets existing process control requirements.
- Develops visual workmanship standards and key procedures.
- Interfaces with design engineers to initiate changes for solutions to production problems or inspection report dispositions. Provides input to changes initiated by others including review of designs for manufacturability and cost estimations.
- Investigates, recommends, justifies and implements new equipment purchases.
- Provides technical training to manufacturing personnel in the processes and equipment that are implemented; provides direction as needed to other technicians, supervisors.
- Develops and implements work cells whenever possible including equipment selection and justification, layout development and facilities adjustments.
- Provides technical support for vendor tooling, vendor ratings, and solving process problems.
- Controls and updates equipment maintenance system for calibration of production equipment.
- Performs root cause analysis and implements corrective action for non-conforming parts, dispositions and assemblies.
- Periodically checks and/or audits equipment to ensure safety.
- Performs special assignments and provides other related production support as assigned by the Operations Manager.

Qualifications

Minimum Education BS/BA in Manufacturing Engineering; Master Preferred
Experience/Requirements 3-5 years minimum direct experience in manufacturing operations, processes, procedures and supervision; complete a Type Preference questionnaire.

SKILLS AND COMPETENCIES REQUIRED:

- Excellent computer skills
- Excellent communication skills both verbal and written
- Able to accurately maintain electronic and hardcopy records of all processes and transactions
- Willing and able to follow written and verbal instructions and comply with existing standards and procedures
- Carries on non-routine communications using tact and persuasion as appropriate
- Independent judgment and discretion are required
- Interpersonal skill is needed to establish and maintain effective working relationships with vendors and across department lines
- Able to manage both processes and people effectively
- Proactive identifies, recommends and implements process improvements following approval

Department Manager _____ **Date** _____

President _____ **Date** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel in this position.