

JOB DESCRIPTION

JOB TITLE: Manufacturing Engineer

DOT: 012.167-030

PAY GRADE: 24

DUTIES & RESPONSIBILITIES:

- Plans utilization of facilities, equipment, materials and personnel to improve efficiency of operations.
- Prepares and validates new visual aides, process flow charts, and manufacturing procedures.
- Establishes work measurement programs and analyzes work samples to develop standards for labor utilization and the measurement of performance.
- Prepares, updates, and revises labor standards for new and existing products.
- Analyzes work force utilization, facility layout, and operational data, such as production costs, process flow charts, and production schedules, to determine efficient utilization of workers and equipment.
- Recommends methods for improving worker efficiency and reducing waste of materials and utilities, such as restructuring job duties, reorganizing work flow, relocating work stations and equipment, and purchase of equipment. .

QUALITY RESPONSIBILITIES

Employees will be required to perform the following activities or responsibilities within the quality system

- Must be able to support or lead process improvement or problem-solving teams
- Must be able to support quality system requirements through:
 - ▲ document preparation and control for quality system procedures
 - ▲ ensuring that all documents or data used in the quality system is current and properly approved
 - ▲ provide timely document and data control master list and revisions, to include management of the change control system
 - ▲ provide product pricing information to accounting and business unit managers
 - ▲ establish and maintain capacity capabilities and analysis procedures
 - ▲ establish and maintain up to date BOM's
 - ▲ provide facility layouts
- Must review and approve visual aides, process flowcharts, procedures, and documentation needed for production and continuous process improvement
- Must be able to develop and maintain labor standards, process flows, and tooling requirements
- Must participate in proto-type builds of new product to verify manufacturing documentation and standards
- Must be able to collect or prepare all information necessary for completion of formal quotations and response to customer RFQ's

KEY QUALIFICATIONS

- Post-secondary bachelors degree in engineering or other related analytical discipline from an accredited college or university plus a minimum of 2 years manufacturing-related experience
- Must be able to read, interpret, and implement safety rules, customer orders, work instructions, engineering procedures, manuals, and methods
- Must be able to implement cost-effective and reliable mechanical and electronic assembly processes for ensuring the efficient and controlled use of available resources to enhance competitive pricing and profitability
- Must be able to measure the results of process improvements by yield improvements, reliability increases, timeliness of technological implementation, and cost effectiveness