



JOB DESCRIPTION

Prepared By:
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Revision
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Job Title	Process Engineer
Reports To	Manager, Process Engineering
Pay Classification	Exempt

Job Purpose	Plans, organizes and directs engineering functions to meet company objectives for, new product development and improvement of existing product lines.
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Essential Job Duties	<ul style="list-style-type: none">• Develop and revise assembly processes encompassing mechanical, electrical, and software engineering.• Manage new launches and continuous improvement projects.• Coordinate training activities for employees affected by engineering projects.• Assist in the development of project budgets and timing.• Track and monitor processes, including but not limited to cycle times, scrap performance, efficiency, etc.• May troubleshoot and repair mechanical, hydraulic, pneumatic and electrical/electronic equipment including but not limited to programmable controls, numeral controls, power supplies, drives, gages and test equipment.• Plans and performs work requiring a thorough knowledge of electrical/electronic and mechanical theories and principles, writing specifications, local and national electrical codes, properties of various materials, and principles of operation and application of electronic equipment.• Plans and formulates aspects of research and development proposals such as objective or purpose of project, applications that can be utilized from findings, costs of project, and equipment and human resource requirements.• Oversees key projects, processes and performance reports, data and analysis. Plans documentation system.• Utilizes problem-solving tools in various situations, including root cause analysis, flowcharts, and fishbone diagrams.• Research and suggest design concepts and fundamental technology used for new products or improvement for existing ones.• Reviews and analyzes proposals submitted to determine if benefits derived and possible applications justify expenditures.• Approves and submits proposals considered feasible to management for consideration.• Working with the Manufacturing and Quality, reviews and monitors
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	<p>quality and process improvements and new product development.</p> <ul style="list-style-type: none"> • Records test data, applying statistical quality control procedures. • Evaluates data and writes reports to validate or indicate deviations from existing standards. • Sets up and performs destructive and nondestructive tests on materials, parts, or products to measure performance, life, or material characteristics. • Prepares graphs or charts of data or enters data into computer for analysis. • Writes and revises work instructions as necessary (Quality Document Maintenance). • Maintains laboratory test equipment and ensures a clean and safe work environment. • Other duties as required.
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<p>Knowledge, Skills and Abilities</p>	<ul style="list-style-type: none"> • Must be able to facilitate small group discussions, lead meetings, training and projects. • In depth knowledge of manufacturing systems and processes. • Knowledge of capital budgeting. • Knowledge of safety and environmental regulations. • Capital procurement experience. • Functional knowledge of CNC programming in close tolerance applications and PLC nomenclature and programming. • Knowledge of quality systems, gauging, and close tolerance measurement. • Knowledge of maintenance systems and equipment PM. • Ability to troubleshoot complex system problems. • Ability to analyze statistical data. • Special equipment knowledge (i.e. CBN grinding, tool regrinding, chip handling, systems, filtration, etc.) • ISO-14001 requirements. • FMEA procedure and development. • Hydraulic, pneumatic, and lubrication systems. • Mechanical reasoning skills. • Part drawing interpretation. • Verbal and written communication skills. • Computer skills – Excel, Word, AutoCAD. • Ability to work in a team environment. • Good interpersonal skills. • Safety oriented. • Ergonomics knowledge. • Physical ability to access equipment. • Ability to work in plant environment. • Must demonstrate technical aptitude (ability to comprehend complex technical topics and specialized information). • Working Under Pressure - Ability to complete assigned tasks under stressful situations. • Receptive to training and performing functions in multiple areas. • Participate in a teamwork atmosphere and contribute to various continuous improvement projects and processes. • Must possess the ability to perform at required production standards. • Must be able to record and interpret data, compute and compile necessary data and present data in various forms for recording, reporting, and presentations. • Ability to read and follow work instructions, procedures and policies.
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	<ul style="list-style-type: none"> • Ability to operate computerized equipment is required. (Excel is a plus) • Must be able to work any shift and overtime as needed. • Ability to recognize and define problems, collect data, and develop conclusions. • Ability to read and follow work instructions, procedures and policies. • Must possess the ability to problem solve and troubleshoot and or use proven troubleshooting methods. • Ability to calculate figures and amounts using whole numbers and decimals and to use mathematic principles in solving business equations • Ability to apply concepts of basic machining.
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Personal Characteristics	<ul style="list-style-type: none"> • Honest and Good Character • Dependable • Resilient • Accurate • Consistent • Organized • Self-Motivated • Self-Aware • Continuous Improvement Attitude • Strong Safety Mindset
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Education	Bachelors Degree in Engineering or related field of study required.
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Experience	Entry-level up to 3 years of experience in a high-volume manufacturing environment, preferably the automotive industry. Recent college graduates are strongly encouraged to apply.
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Travel Requirements	Travel may be required 10% of the time.
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Work Environment	This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.
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Physical Demands	Specific to the job.
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