

ADVICS Manufacturing Ohio, Inc.
JOB DESCRIPTION

JOB TITLE: MANUFACTURING ENGINEER I

EXEMPT: Yes

DEPARTMENT: Engineering

LOCATION: Caliper or ABS

REPORTS TO: Assistant Manager or Manager Engineering

PREPARED BY: Group

DATE: 5/19/04

APPROVED BY:

DATE:

GENERAL PURPOSE OF JOB:

A Manufacturing Engineer I, under general supervision, is responsible for the introduction of new products or improvement processes into manufacturing. The Manufacturing Engineer I is responsible for planning, implementing, and improving the manufacturing process and equipment on assigned projects within cost requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

Roles & Responsibilities:

- ❑ Coordinate the introduction of processes, tooling, fixtures, gages and changes in manufacturing under general direction of Senior Manufacturing Engineer or Assistant Engineering Manager.
- ❑ Includes creation and improvement of processes, and procedures such as: Manufacturing Engineering Change Notice (MECN), Process Failure Mode Effect Analysis (PFMEA), Cost Estimate Requests (CER), Manufacturing Instructions (MI) and Capital Requests, under the direction of Senior manufacturing Engineer or Assistant Engineering Manager.
- ❑ Develop manufacturing cost estimates and supporting data for new or improvements to existing processes. This includes establishing operation sequences, estimating standard labor hours, packaging and other supplies required to manufacture the product.
- ❑ Train team members on new or improved processes as needed.
- ❑ Ensure the safety (including ergonomics) of the equipment/processes to prevent injury or illness; such as start-up safety walk through prior to mass production.
- ❑ Serves as a liaison between Quality, Manufacturing, and Maintenance departments, etc., as well as outside suppliers.
- ❑ Participates in improvement activities (QRC or Kaizen) as well as value analysis/value engineering (VA/VE) efforts.
- ❑ Demonstrate the ability to schedule, evaluate and justify budget within the scope of assigned projects.

- ❑ Stay up to date on new technology within the Engineering field to provide improvement of new or existing products or processes.

Technical Support

- ❑ Provide ongoing trouble shooting support as required to improve or maintain production methods, equipment performance, and quality of the product.
- ❑ Problem solve production issues with manufacturing, maintenance or quality in assigned area.
- ❑ Create and Evaluate drawings, MI's, specs and other documents with approval of Engineering Management.

Other Requirements

- ❑ Computer aided design (CAD) proficiency; AutoCad preferred.
- ❑ Working knowledge of PLC & CNC programming.

Principal Working Relationships

- ❑ Work with engineering management to obtain guidance on projects, programs, and priorities.
- ❑ Work with all levels of ADVICS Manufacturing Ohio, Inc. team members and outside personnel to perform the duties and responsibilities outlined.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Engineering from a four-year college or university; generally entry level up to 3 years experience in a manufacturing engineering or similar function is required or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports, business correspondence, and procedures. Team member such have the ability to effectively present information and respond to questions from managers, customers, and vendors, including status of projects.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Must be able to function in a team environment by working with, and cooperating with others.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the team member is frequently required to stand; walk; sit; and talk or hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include depth perception and close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the team member occasionally works near moving mechanical parts.

The noise level in the work environment varies from moderate to loud. Hearing protection will be provided in required areas. Safety glasses and steel-toed safety shoes must be worn in all areas while on manufacturing floor. Team member may be required to wear additional safety equipment in other areas, which may require medical certification.