JOB DESCRIPTION

BASIC FUNCTIONS

TITLE: Manufacturing Engineer **DEPARTMENT:** Composites **SHIFT:** 1st

EMPLOYEE: **DATE REVISED:** 12/8/2021

BASIC FUNCTION:

The Manufacturing Engineer develops and implements optimal, cost-effective manufacturing processes and methods in accordance with product specifications and quality standards; recommends and implements improvements to production processes, methods and controls; coordinates manufacturing launch for new or revised products.

REQUIRED COMPETENCIES:

- Minimum of a bachelor's degree in manufacturing, industrial or mechanical engineering
- Good analytical skills and experience applying problem solving techniques.
- Must have exceptional communication skills (both written and verbal)
- Excellent relationship and leadership skills
- Excellent project management skills; Attention to detail and understanding of "the big picture"
- Advanced computer proficiency, ability to run reports and track data; Experienced in Microsoft Access
- 2 to 5 years of hands on experience in a manufacturing environment required
- Considerable knowledge and understanding of lean manufacturing and its application to low and medium volume production programs
- **Physical Required Competencies**
- Regularly required to sit, stand, bend, reach and move about the facility.
- Required to lift up to 75 lbs.

PREFERRED EXPERIENCE:

- Management related experience in Manufacturing Methods and Procedures, Manufacturing Quality, Product Development
- Computer program design operation/skills; AutoCAD, SolidWorks
- Lean Manufacturing experience and ISO 9001 knowledge
- Familiar with the most common material handling equipment and proper materials
- Licensed forklift truck operator

EXPECTED CHARACTERISTICS:

- Understand that the quality and service that we provide is why customers choose Five Star products.
- Follow and comply with all safety standards and work rules.
- Focused on company success through customer satisfaction, while continually searching for and applying the best ideas.
- Able to work within a team environment.
- Be flexible and maintain a positive attitude in a constantly changing environment.
- Self-directed with the ability to exercise independent, sound judgment and action while working within a sometimes-hectic environment.
- Deliver quality products that meet Five Star standards while also meeting deadlines.
- Strong organizational and problem-solving skills with attention to detail and accuracy.
- Possess a strong sense of urgency with a high level of commitment to completing all tasks.
- Able prioritize multiple concurrent tasks
- Comfortable using a Team approach to problem solving.
- Open to new practices and techniques.
- Able to learn and become an expert of the Five Star products that they produce
- Ability to work flexible hours with overtime when necessary

Job Specific Expectations

- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Must have a basic understanding and ability to perform the job functions of every position in the department; operate all equipment including set-up and adjustments, troubleshooting and maintenance to assist wherever necessary during labor deficiencies.

WAGE

Salary. Regular holiday and vacation per employee handbook guidelines.

REPORTING RELATIONSHIPS

This position reports to the Composites General Manager.

1) MANUFACTURING RESPONSIBILITIES:

a. Assist with evaluation of all manufacturing processes based on quality criteria, such as efficiency and speed
b. Assist with conducting research programs on processes; applying knowledge of product design, fabrication, assembly, tooling, and materials; conferring with equipment vendors and soliciting observations from operators
c. Ensure that manufacturing procedures follow safety and environmental regulations
d. Responsible for scheduling all required calibration of production gages and equipment
e. Responsible for technical writing, documentation and creation of work instructions, finishing specifications and all build instructions
f. Assist in providing engineering support related to process modifications for new product development
g. Responsible for inputting and updating of all BOMs and Routers for all new product development and revision changes following the Quoting and Engineering Change (ECN) process flows
h. Coordinate, track and document first part approval process from beginning of part development to release of production run

2) QUALITY ASSURANCE AND TRAINING:

i. Oversees quality assurance functions assuring product and process quality and standards are met for all composites finished goods
j. Must perform in-process inspections in Finish room to detect non-conformities as early as possible in process; communicate defects to builders
k. Follow NCMR process if the part does not meet standard quality expectations and address corrective and preventative actions
l. Find ways to reduce costs and maximize quality; coordinate scrap reductions initiatives
m. Investigate customer returns following RMA process flow and initiate actions to prevent reoccurrence
n. Track output of all 2nd shift parts; if needed assist operators with known issues and initiate actions to prevent reoccurrence
o. Assist with part weight control and tracking; communicate out of tolerance weights

3) EMPLOYEE EFFICIENCY & TRAINING:

a. Responsible to make sure all employees have the proper training necessary for new and existing processes
b. Make sure workers are wearing necessary safety equipment
c. Shift cross-trained staff around when necessary to help in areas that are behind and eliminate bottlenecks.
d. Resolve issues and delays in production; coordinate and initiate actions to prevent bottlenecks

4) SYSTEM AND PROCESS RESPONSIBILITIES:

a. Responsible for understanding and knowing how to use company ERP system to transact; including but not limited to;
   - Clocking in/out of Work Orders (WOs), issuing materials, claiming pieces, viewing WO details, Creating, closing and reporting on NCMR records, monitoring WIP screens, creating estimates, editing BOMs/Routers, Processing of ECNs and RMAs, and utilizing all applicable dashboards and running all applicable reports necessary
b. QMS, Policies, Procedures & Safety:
   -Understand and follow all Standard Operations Procedures specified by the Quality Assurance goals of the company
   -Ability to read and interpret and follow all department specific work instructions
   -Follow all Safety / OSHA standards policies and procedures at all times.
   -Report all incidents (spills, accidents, reoccurring problems) to Manager for corrective action.
   -Follow and abide by all company workplace policies and procedures stated in Five Star Employee Handbook.

This Job Description has been accepted by:

EMPLOYEE: HR: DATE: