

JOB DESCRIPTION

Job Title:	Industrial Engineer - Plant	Dept:	Plant Engineering
FLSA:	<i>Salary</i> Exempt	Issue Date:	04/08/15
		Revision Date:	06/09/2017

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

- Implement and maintain materials organization, equipment locations and part mapping for all plant operations and warehousing activities.
- Maintain plant drawing for all aspects of the facility.
- Complete time studies for assembly processes, sequence processes, and material handling flow as needed.
- Lead layout changes for C.I., Engineering changes, program additions, new business, etc.
- Support and participate in the Great Ideas program.
- Participate in achieving the plants continuous improvement goals.
- Prepare quotes for new program launches and/or program changes.
- Review ergonomic concerns and perform studies to implement improvements where required.
- Maintain tracking and reporting of projects.
- Manage risks associated with position during launch and set direction.
- Buy-off packaging, as required for new program launches and / or program changes.
- Document all activities as required.
- Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
- Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities, employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system.
- Initiate, recommend or provide solutions through the appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.

Basic Education, Experience and Skills Required

- Bachelor's Degree or equivalent combination of education and experience.
- Minimum 2 years manufacturing and assembly operations experience.
- Lean Manufacturing methodologies, training and/or implementation experience.
- Statistical knowledge and labor analysis skills (time studies).
- Proficient working knowledge of Auto CAD.
- Proficient computer skills and knowledge of Microsoft Office: Word, Excel, and Access.
- Good mechanical / technical skills.
- Training in problem solving methodologies.
- Possess excellent leadership abilities, organizational and communication skills.
- Able to maintain confidentiality.

Dakota University Training (Minimum Requirements)

- Dakota Orientation
- Dakota Vision and Culture
- Departmental Training
 - Team Board Training
 - Timer Pro Training
 - Great Ideas Training
- Company Training
 - BOS Overview
 - Information Technology
 - Outlook
 - Trans4M Overview
 - Purchase Requisitions

APPROVAL

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- Quality Mission Statement
- Expense Reporting
- Travel Management System

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

Risks Associated with Job Function

- None

Travel Requirements

- Up to 50% travel required
 - Valid driver's license required
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The above points have been explained sufficiently.

Employee's Name (Please Print)

Date

Employee's Signature

APPROVAL