

## JOB DESCRIPTION

<b>Job Title:</b>	Advanced Manufacturing Engineer	<b>Dept:</b>	Adv. Engineering
<b>FLSA:</b>	Exempt	<b>Issue Date:</b>	1/16/03
		<b>Revision Date:</b>	6/18/04

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

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

1. Develop advanced engineering documentation – Process Flow, Product Assembly Documents, Process FMEA, Base Labor analysis and monthly reporting.
2. Plan Alpha /Beta activities – sourcing & planning of tooling /equipment, support build events.
3. Participate and follow up on PDP activities
4. Support Customer activities for wall walks, design reviews and implementation of key strategies.
5. Support quoting activity – Review SOR, BOM, develop assembly process, labor analysis, develop tooling line up, develop equipment line up, develop facility layouts and support costing group activities.
  - Support VA/VE, CI and or Six Sigma Activities
  - Document Risk and Action Plans
  - Work with DRE teams on product development – DFMEA, DFM/DFA, Tech reviews, Defining process
  - Develop new assembly and error proofing technologies
  - Quote, Source and follow up new tooling and equipment
  - Participate in planning and budgeting activity
  - Support Product / Program transitions with current production engineering staff.
  - Support Process Engineering with major engineering changes as required.
  - Document all activities as required
  - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
  - Any additional responsibility deemed necessary by management.

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**Limits of Authority**

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities, and 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 appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Quote / negotiate pricing and timing from vendors for equipment and tooling
- Initiate project RFQ's for approvals

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**Basic Education, Experience and Training Requirements**

- High School Diploma or equivalent.
- 4-year minimum college education in Manufacturing, Industrial Engineer or JIT.
- Minimum 5 years related experience in manufacturing and assembly operations.
- 2 years Assembly Tooling background.
- Computer knowledge in Microsoft applications and Auto Cad
- Knowledge and understanding of Core tool application (AIAG)
- Good mechanical / technical skills.
- Able to maintain confidentiality on products, services and processes.
- Possess excellent leadership abilities, organizational and communication skills.

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**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.

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**Internal Training Requirements**

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- Employee Charter / Operating Philosophy (CHART)
- Process 13.0 – Change Management (PR13)
- Process 14.0 – Product and Process Development (PDP) (PR14)
- Significant Aspects Overview (ASPC)
- Open Issues Database (OPEN)

GM APPROVAL: \_\_\_\_\_  
INITIALS

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- Change Control Database (CCF)

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**Risks Associated with Job Function**

- None

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The above points have been explained sufficiently.

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Employee's Name (print)

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Date

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Employee's Signature

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