



JOB DESCRIPTION

Job Title:	Manufacturing Engineer / Control Engineer / Process Engineer		Dept:	Mfg Engineering
FLSA:	Non-Exempt Eligible	Issue Date:	02/25/02	Revision Date: 11/16/2009

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

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

Due to the uniqueness of the combination of titles not every responsibility will be required at each location. Therefore, you are being assigned the following top 5 responsibilities as indicated (by numbers) below. The Manager will note on the lines provided, the Top 5 requirements for your job duties at your facility.

- Support production in reducing / eliminating equipment and tooling downtime or scrap utilizing good analytical methodologies
- Responsible / Upkeep for controls systems design, specification, programming, simulation and testing, and start-up assistance.
- Plan Prototype and Production Processes
 - o Sourcing & planning of Prototype tooling / equipment to support build events
 - o Sourcing & planning of Production tooling / equipment to support build events
- Create & maintain Process Flow, PFMEA and Line Balance documentation
- Facilitate efficiencies via process change in labor, automation, tooling, fixtures and layouts
- Meet or exceed labor content standards utilizing good assembly methodologies and ergonomic studies
- Support and develop department or maintenance projects / activities with good engineering direction. Take part or facilitate the team VA/VE and/or Six Sigma activities
- Program and/or over see programming to ensure equipment and tooling conform with production requirements
- Work with Product Engineers in creating and maintaining Operator Instructions
- Support Engineering Changes and attend required engineering change meetings
- Design and quote fixtures required to aid in the production build process
- Develop bid package (S)R for tooling, equipment and or facility changes, find /contact sources to bid, receive quotations and make recommends who to sources for the changes
- Work with plant team to develop and design plant and process improvements (layout, equipment, process, ergonomics)
- Identify key process equipment / systems and provide appropriate resources to maintain
- Compliance with all applicable government safety and environmental standards
- Support / Supervise Maintenance Technicians as required
- Support new program / model year changes quote activity – Review SOR, BOM, develop assembly process, labor analysis, develop tooling line up, develop equipment line up, and develop facility layouts and support costing group activities
- Participate in planning and budgeting activity
- Enhance the Launch Readiness process through lessons learned
 - 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

GM APPROVAL: _____
INITIALS



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- Advise 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.
- Initiate project RFQ's with supporting documentation to be signed
- Quote / negotiate pricing and timing from vendors for equipment and tooling.
- Sign off "Approved" layouts for facility.
- Sign off "Approved" process documentation
- Sign off "Approved" tooling / equipment at source

Basic Education, Experience and Training Requirements

- Bachelor degree in Manufacturing / Industrial / Processing Engineering or equivalent education and experience 2 year minimum college education
- Minimum 2 year related experience in manufacturing and assembly operations
- Skills in labor analysis (time studies) (MODAPTs) (MOST)
- Proficient in Auto CAD experience
- Proficient in Windows applications (Excel, Word, Project, Lotus Notes)
- Good mechanical / technical skills
- Possess excellent leadership abilities, organizational and communication skills
- Proven experience in PLC logic and programming with any of the following PLCs: Allen Bradley, GE Fanuc, Siemens, programming and configuration of any of the following software packages, Rockwell, GE Cimplicity etc.
- Able to maintain confidential information.

Internal Training Requirements

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- [Vision and Culture](#)
- Significant Aspects Overview (ASPC)
- Process 1 – Management Review
- Process 13 – Change Management
- Process 14 – Product and Process Development (PDP)
- Process 19 – Tooling Equipment and Maintenance Management
- Process 20 – Facilities Management
- Process 23 – Training, Education and Evaluation
- Process 24 – Health and Safety Management
- Lockout / Tag out
- Lotus Notes (NOTE)
- Hazardous Communication (HAZ)
- Open Issues Database (OPEN)
- Change Control Database (CCF) as applicable

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

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The above points have been explained sufficiently.

Employee's Name (Please Print)

Date

Employee's Signature

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