



Job Description

Position Title	Department	Reports to
Manufacturing Engineer	Manufacturing	Manufacturing Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	February 2020

POSITION SUMMARY

The manufacturing engineer is responsible for the design and implementation of new processes within the organization in support of new products, or towards initiatives of cost reduction, quality and capacity improvements or new process development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Evaluate and refine existing manufacturing processes towards improvements and cost and labor reductions
- Develop new processes by studying product requirements, researching, evaluating, designing modifying manufacturing methods and equipment; conferring with materials and equipment vendors;
- Designing and building automation systems towards improving quality, capacity and safety for new and existing products. Creation and implementation of dedicated custom systems as well as robotics integration would be typical assignments;
- Design new processes, equipment, tooling or fixtures as required to support new and existing product manufacturing needs;
- Assuring product and process quality by designing testing methods; testing finished product and process capabilities; establishing standards; confirming manufacturing processes;
- Provides manufacturing decision-making information by calculating production, labor, and material costs; reviewing production schedules; estimating future requirements.
- Coordinate and direct all preventative maintenance activities for all production, equipment, tools and fixtures; Maintain accurate records and documentation for all equipment, tooling designs and fixtures;
- Participate and contribute to continuous improvement initiatives (6S) with all team members;
- Assist with the development of new standards, procedures and systems to support the quality and brand expectations of our customers.
- Other duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Entrepreneurial spirit and thinking. Makes good first impression and is easy to work with; team player, collaborator, self-starter, high work ethic;
- Minimum of 5 years (10 years preferred) manufacturing engineering experience, including new program implementation design of tooling and fixtures, documentation, project management and vendor relations;

- 3D CAD skills enough to efficiently design new tooling and fixtures and produce required documentation for fabrication and assembly;
- Experience with manufacturing including machining, fabrication, molding, composites and process equipment;
- BSME or BSIE Degree Preferred;
- Strong written and verbal communication skills to effectively interact with customers, suppliers and employees.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

STARC Systems is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.