



Job Description

Job Title: Manufacturing Engineer
Department: Manufacturing Engineering
Reports To: Manufacturing Engineering Manager
FLSA Status: Exempt/Salary

SUMMARY

Primary function is to support and improve manufacturing processes in production including, but not limited to, Electronics, Pressure, Machine Shop and Level. Work with design engineering on new and changing products to provide a smooth transition from design to production. Coordinates and constructs automatic or manual test fixtures as required. Provides costing and design support for special products and modification to standard products. Controls drawing distribution for all of assembly and maintains records for positive recall of such drawings when they are changed. Communicates with vendors as required to work out processing problems. Provides training on processes that require a technical knowledge of the process. Writes assembly procedures to document processes as necessary to meet ISO 9001 standards. Uses the SOR business system software to find the necessary information for the job assignment. Updates and maintains critical information in the SOR business system software. Follows assignments of tasks as delegated by supervisor. Works hours required to meet production and safety needs; may be required to work overtime on short notice. Attends meetings and in-services. Adheres to safety measures and other personnel policies. Strives to maintain aims and objectives of SOR, Inc.

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree Mechanical Engineering/Manufacturing Engineering/Industrial engineering will consider Engineering Technology degree with experience.
- 3-10 years relevant experience preferred,

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Issues Engineering Change Request that may include writing or adjusting procedures.
- Performs costing of Customer Special Request (CSR) and other modifications to standard products.

- Provides technical support for Production, Quality, Sales, Cost Accounting, Materials Management, and Engineering.
- Works closely with Design Engineering on new products or product changes to provide a smooth implementation into Production.
- Uses technical knowledge of the products to approve Material Review Reports when required.
- Writes procedures as required to control the production process.
- Submits improvements through the ECR, the Corrective action process, or the Preventive Action Process.
- Analyzes space requirements and workflow and design layout of equipment and workspace for best efficiency.
- Specifies new production equipment, plans installation, and start up.
- Interacts with SOR personnel and outside sources to coordinate implementation of projects.
- All other functions/responsibilities assigned by the manager.

REQUIRED SKILLS:

- Good general knowledge of mechanical systems and/or electronic systems.
- Proficiency with Microsoft Word, Excel, and Outlook.
- Detail oriented, good communication skills, ability to work well with Production Supervisors and Personnel.
- Good procedural writing skills.
- Must be self-motivated and have good organizational skills.
- The ability to apply advanced mathematical skills for cost analyst, time studies, make/buy comparisons, statistical evaluations, unit conversions, etc.

POSITION QUALIFICATIONS

Competency Statements

- **Integrity and Trust** - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidence; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Timely Decision Making** - Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.
- **Functions/Technical Skills** - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- **Problem Solving** - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Customer Focus** - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Listening** - Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

- **Composure** - Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

PHYSICAL DEMANDS:

- Required to report to work punctually as scheduled and to work all scheduled hours and any required overtime.

Physical Demands	Lift/Carry
F <u> </u> Stand	F <u> </u> 10 lbs or less
F <u> </u> Walk	F <u> </u> 11-20 lbs
O <u> </u> Handling / Fingering	O <u> </u> 21-50 lbs
O <u> </u> Reach Outward	
O <u> </u> Reach Above Shoulder	
O <u> </u> Climb	Push/Pull
N <u> </u> Crawl	F <u> </u> 12 lbs or less
O <u> </u> Squat or Kneel	F <u> </u> 13-25 lbs
O <u> </u> Bend	O <u> </u> 26-50 lbs

Other Physical Requirements

Ability to wear Personal Protective Equipment (PPE)

- N Respirator
- O Ear protection
- C Safety glasses
- O Steel-toed safety shoes/boots
- N Other (specify)

N (Not Applicable) Activity is not applicable to this occupation.
 O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
 F (Frequently) Position requires this activity from 33% of the time (2.5 – 5.5+ hrs/day)
 C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

- Employees are frequently exposure to moderate noise, high/low temperatures.
- Employees are exposed to moderate chemical processes.
- Exposure to machinery and electronic testing.

REQUIRED TRAINING

All required training is determined by the department supervisor and/or manager. Procedures critical to this position can be identified as such on the Department Training Matrixes which are located in the Human Resources Department.

COMPANY STATEMENT

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors/managers as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.