



Job Description

Job Title:	<u>Process Engineer</u> Manufacturing Manager	Date:	<u>11-1-2020</u> 02/11/2021
Dept/Group Name:	N/A	Full-Time/Part-Time	Full-time
Location:	1250 West 124 th Avenue, Westminster CO 80234	Year-Round/Temporary:	Year-round
Manager's Position Title:	Engineering Manager / <u>Manufacturing Manager</u> President		
Prepared By:	Larry Caschette		
Exempt / Non Exempt:	<u>Non-Exempt</u>		

SUMMARY OF JOB: *(In about four sentences, describe the primary purpose of this position.)*

~~The Process Engineer is a support position and one of the most dynamic and interconnected positions in our company. You will have daily contact with estimators, production team, customers, sales. The Process Engineer uses information supplied by customer drawings, specifications and verbal communication either by email or discussions, and converts them to instructions for the manufacturing techs to build product. Engineers frequently work directly with the Customer to better understand requirements, get clarification and offer Design for Manufacturing (DFM) suggestions. A significant share of the Engineers time is spent at a computer workstation. Frequent discussion with the manufacturing technicians and monitoring manufacturing, to instruct and confirm assumptions made on routers are required.~~
The Manufacturing Manager supervises and coordinates all activities related to production of the customer product. This position oversees department leads, foremen, supervisors, and employees within the production, engineering, purchasing, shipping, and maintenance departments. The Manufacturing Manager is responsible for employee safety, parts quality, and throughput. This position will work closely with the Quality Assurance (QA) Manager and the Quality Control (QC) department, and Customer Service. Serving our customers and employees well is critical to the success of this position. Fostering a positive and collaborative environment is a must.

ESSENTIAL JOB RESPONSIBILITIES: *(List the 8 – 10 most important responsibilities, from most significant to least. “Tab” to new bullet.)*
(List the 8 – 10 most important essential responsibilities, from most significant to least. “Tab” to new bullet. Do not list job responsibilities which are tangential (i.e., not fundamental) to fulfilling the position’s primary purpose.)

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

- ~~Works with Sales department team to understand product and customer needs. Is the liaison between the shop floor and sales/estimating team.~~
- ~~Creates routers and work instructions that thoroughly explains the customers' needs and expectations. Inspection and regular monitoring of safety equipment and protocols, including training as needed.~~
- ~~Ensures customer drawings are up to date and clearly identify customers' requirements. Works with QC Team to ensure highest quality product is produced via procedures, training and monitoring.~~
- ~~Creates additional drawings, aids, or tools to assist the production team with interpretation of customers' requirements. Promptly and professionally respond to customer requests for status or expediting.~~
- ~~Works with Sales and Estimating team to assist on Design for Manufacturing (DFM) discussions to improve product quality or reduce manufacturing costs. May attend meetings with customers or travel to customers to gain better understanding of products. Participates in incoming order engineering and resource planning.~~
- ~~May assist estimators with large quote packages and create routers used in estimating. Conducts daily reviews of job status. Works with department leadership to mitigate schedule delays.~~
- ~~Works with department leads and forepersons to identify routes with insufficient descriptions or instructions. Updates routers as needed. Manages Work In Progress (WIP) inventory to reduce lead times and excess costs.~~
- ~~Monitors new products as they progress through shop for first time, to ensure accurate routers, and customer requirements being met. Responsible for the successful completion and proper documentation of new products. While utilizing TLS tools, engages with employees to identify waste in the system, and improve throughput.~~
- ~~May assist QC department with visual aids to assist production team understanding requirements at each stage of production. Facilitates communication between shifts and interdepartmental jobs.~~
- ~~Offers to help the production team when schedules are tight due to constrained resources, ensuring customer receives Legendary Service. This may include, running production machines.~~
- ~~Willingness to assist any member of the team outside of ordinary position description, or times. Continually develops and executes tools that create a Visual Workplace. Job Assignments, Cleaning, Quality.~~
- ~~Responsible for the management, and accuracy of Revision changes and process. Assists estimating with requests for quotes (RFQs).~~
- ~~May assist in documenting and designing training tools and methods for equipment operations.~~
- ~~Reviews current work orders for correct routers and estimates. Notifies estimating and sales team of any deviations that may affect price or delivery.~~
- ~~Reviews job costings after completion to compare against quotes and documents recommendations for next orders.~~
- ~~Manages contract inventory and keeps at minimum levels without affecting cost or customer deliveries, including demand spikes.~~
- ~~Maintains cleanliness and orderliness of entire production floor.~~
- ~~Champions Lean concepts and implementation. Trains workforce on Lean concepts.~~
- ~~Evaluates employees for required additional training. Creates and maintains training matrix.~~
- ~~Evaluates existing equipment for useful life and recommends new capital expenditures. Supply ROI analysis when requested.~~
- ~~Coordinates maintenance of equipment. Determines new Preventative Maintenance (PM) requirements for existing and new equipment. Ensures PM schedule is maintained and documented.~~

- ~~• Instructs employees on company ISO procedures and policies.~~
- ~~• Identifies the training gaps and needs of leads, foremen, and supervisors in managing techniques.~~
- ~~• Manages reports or other performance tracking metrics as directed and creates plans to improve and meet goals.~~
- Resource planning: using the ERP scheduling system and coordinating with the Sales team, determines the need for extra personnel, equipment, or automation

SCOPE:	
Expense Budget Responsibility (Including Labor):	<u>N/A</u>
# of Departments & # Locations Responsible for:	<u>N/A</u>
# Direct Reports & Titles:	<u>3 Supervisors N/A</u>
# People Managed:	<u>Approximately 35 N/A</u>
Frequent Internal Contacts (list 3 depts or titles):	<u>Estimating, Sales, Production</u>
Frequent External Contacts (list 3):	<u>Customer</u>

JOB REQUIREMENTS: (Identify the MINIMUM education, experience, etc. required to perform the job. Be specific. Example for Supervisory Experience: 5 years experience in managing staff at supervisory level.)	
Education:	<ul style="list-style-type: none"> • <u>4-year degree in manufacturing, engineering, or equivalent work experience</u> <u>High School graduation or GED</u>
Work Experience:	<ul style="list-style-type: none"> • 5 years <u>sheet metal manufacturing or equivalent manufacturing,</u>
Supervisory Experience:	<ul style="list-style-type: none"> • <u>N/A 3 years</u>
Licenses/Accreditations:	<ul style="list-style-type: none"> • N/A
Computer Skills:	<ul style="list-style-type: none"> • High comfort level with using an ERP system, <u>Solidworks</u>, AutoCAD • Office, Outlook, MS Teams,
Language(s) Skill:	<ul style="list-style-type: none"> • English, Spanish as secondary is helpful
Other Requirements:	<ul style="list-style-type: none"> • Effective communicator. • Commitment to customer outcome. • Foster a team/family friendly atmosphere. • Positive attitude and ability to motivate and engage employees. • <u>Ability to identify leading indicators and use them to plan accordingly. Curious, Innovative, Mentor</u>
Preferred Skills:	<ul style="list-style-type: none"> • <u>TLS – Theory of Constraints (TOC), Lean, Six Sigma CAD.</u>

PHYSICAL REQUIREMENTS: (MINIMUM requirements to perform job. Check all that apply. Does not have to add up to 100% of time.)	
While the following attempts to communicate the traditional physical demands associated with this position, the company will consider varying such requirements whenever necessary to provide individuals with disabilities an equal employment opportunity.	
Maximum Weight Lifted:	<input type="checkbox"/> 0 – 10 lbs <input checked="" type="checkbox"/> <input type="checkbox"/> 11 – 25 lbs <input type="checkbox"/> 26 – 50 lbs <input type="checkbox"/> 51 – 100 lbs
Lifting Frequency (up to maximum weight):	<input checked="" type="checkbox"/> <input type="checkbox"/> Not Required <input type="checkbox"/> 1/3 <input type="checkbox"/> 2/3 <input type="checkbox"/> More than 2/3
Standing Frequency:	<input type="checkbox"/> Not Required <input checked="" type="checkbox"/> 1/3 <input type="checkbox"/> 2/3 <input type="checkbox"/> More than 2/3
Walking Frequency:	<input type="checkbox"/> Not Required <input checked="" type="checkbox"/> 1/3 <input type="checkbox"/> 2/3 <input type="checkbox"/> More than 2/3
Sitting Frequency:	<input type="checkbox"/> Not Required <input type="checkbox"/> 1/3 <input type="checkbox"/> 2/3 <input checked="" type="checkbox"/> More than 2/3
Using Hands to Finger:	<input checked="" type="checkbox"/> Not Required <input type="checkbox"/> 1/3 <input type="checkbox"/> 2/3 <input type="checkbox"/> More than 2/3
Using Hands to Feel:	<input checked="" type="checkbox"/> Not Required <input type="checkbox"/> 1/3 <input type="checkbox"/> 2/3 <input type="checkbox"/> More than 2/3



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Reaching w/ Hands/Arms:	<input checked="" type="checkbox"/> Not Required	<input type="checkbox"/> 1/3	<input type="checkbox"/> 2/3	<input type="checkbox"/> More than 2/3
Climb or Balance:	<input checked="" type="checkbox"/> Not Required	<input type="checkbox"/> 1/3	<input type="checkbox"/> 2/3	<input type="checkbox"/> More than 2/3
Stop, Kneel, Crouch or Crawl:	<input checked="" type="checkbox"/> Not Required	<input type="checkbox"/> 1/3	<input type="checkbox"/> 2/3	<input type="checkbox"/> More than 2/3
Talk or Hear:	<input type="checkbox"/> Not Required	<input type="checkbox"/> 1/3	<input checked="" type="checkbox"/> 2/3	<input type="checkbox"/> More than 2/3
Taste or Smell:	<input checked="" type="checkbox"/> Not Required	<input type="checkbox"/> 1/3	<input type="checkbox"/> 2/3	<input type="checkbox"/> More than 2/3
Vision:	<input checked="" type="checkbox"/> Close	<input type="checkbox"/> Distance	<input type="checkbox"/> Color	<input type="checkbox"/> Peripheral
	<input type="checkbox"/> Depth Perception		<input type="checkbox"/> Ability to adjust focus	

OTHER REQUIREMENTS: *(Indicate specifics of other job requirements.)*

Indoor/Outdoor:	
Hazardous Materials/Noise:	
Equipment Used in Job:	
Holidays/Weekends/Evenings:	
Other:	

JOB DESCRIPTION APPROVERS

The individual preparing this document is responsible for gaining approval/agreement on the accuracy of this job description.

Please indicate the names & dates of who approved, and can be contacted if needed, regarding this description. The Compensation department will only evaluate job descriptions that have gone through all the approvals.

Signatures are not required, as this form is to be submitted electronically.

Manager/Supervisor Name & Title:	Date:
Department Director Name & Title:	Date:
HR Manager or Director Name & Title:	Date:

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