



JOB DESCRIPTION

Job Title:	PROCESS ENGINEER	Job Code:	
Department:	Engineering	Job Type:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Reports to (Title):	Engineering Supervisor/Manager	Employee Type:	<input checked="" type="checkbox"/> Exempt (Salary) <input type="checkbox"/> Non-Exempt (hourly)
Location:	KSM-FL, KSM-FL	Direct Reports:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SUMMARY OF POSITION

Responsible for developing and implementing optimal, cost-effective manufacturing processes and methods in accordance with product specifications and quality standards; recommending and implementing improvements to production processes, methods and controls; and coordinating manufacturing launches for new or revised products. Works to improve manufacturing processes and methods for cost-reduction, quality improvement, and efficiency by performing various analysis of production processes and operational procedures including:

- developing, evaluating, and improving manufacturing methods utilizing knowledge of product design, materials and parts, fabrication processes, tooling and production equipment capabilities, assembly methods, and quality control standards.
- Assisting with failure analysis, troubleshooting, rework/repair of non-conforming manufactured product to determine root cause

RESPONSIBILITIES

(Describe key responsibilities/daily tasks for this role)

- Identifies and resolves technical issues with current products or qualifies enhancements to existing product configurations.
- Interprets internal/external business challenges and recommends best practices to improve products, processes or services.
- Lead Continuous Process Improvement or problem-solving efforts, including planning and scoping the project and using daily management for project execution.
- Maintains product and company reputation by complying with government regulations.
- Generate and review manufacturing process controls.
- Writes complex procedures, protocols and reports. Review and update functional procedures.
- Writes and implements process work instructions.
- Ensures all tooling and test equipment are available for production.
- Ensures engineering changes and updates are performed in a timely manner.
- Leads troubleshooting process parameters and implement corrective actions.
- Assists in designing test fixtures.
- Assists in reviewing production design and quotes.

QUALIFICATIONS

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- 4-year degree in engineering discipline required; in lieu of academic degree 6- years direct experience in manufacturing
- Possess strong knowledge of electromechanical assemblies and manufacturing processes.
- Working knowledge of production and safety procedures used in manufacturing processes
- Knowledge of computer aided design techniques (AutoCad a plus).
- Excellent written and verbal communication skills. Bilingual in English/Spanish preferred.
- Basic understanding and ability to read prints and schematics.
- Strong mechanical aptitude
- Working knowledge of computer programs (Microsoft Word, Excel, Outlook).
- Strong problem solving skills and efficient management of time and resources.
- Ability to handle multiple tasks simultaneously in a fast-paced, deadline-driven environment

PHYSICAL REQUIREMENTS & WORKING CONDITIONS				
Physical Activities	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to handle or feel		X		
Reach with hands and arms		x		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk		X		
Hear		X		
Taste	X			
Smell	X			
Weight & Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			
Work Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			

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Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme hot (non-weather)	X			
Risk of Electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands	Required
No Special Vision Requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color Vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	
Noise Level	Required
Very quiet	
Quiet	
Moderate	X
Loud	
Very loud	

The intent of this job description is to provide a representation and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

Employee name



Employee Signature

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