

**JOB DESCRIPTION**  
**Process Engineer**



**Department:** Process Engineering Technician  
**FLSA Status:** Hourly Non Exempt  
**Job Status:** Full-Time

**Reports to:** Department Head, Engineering  
**Date:** April 4, 2015

**POSITION SUMMARY:**

This position will be directly supporting the Process Engineering Department. Tasks will include tooling control, kaizen activities, supporting new launches, and basic mechanical repairs/improvements.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Responsible for cutting tool control, which includes organization of drawings, maintain tool master list, creating and managing kanbans, preparing for tool purchase, perform tooling tests, performing and maintaining tool re-sharpening system.
- Perform duties and responsible for cutting tool holder system to include drawing organization, spare parts list update and maintenance, development and control of kanbans, organization and maintenance of spare parts locations, tool holder purchase and control.
- Perform duties for layout of plant equipment and areas of use, update and maintain accurate layouts of manufacturing areas.
- Support and perform activities related to new projects preparation.
- Perform fabrication tasks and to organize preparation for both in house and contract fabrication items.
- Support and perform kaizen projects and activities, which include data collection, data analysis, reportings, presentations, Must be able to Learn and utilizes problem-solving tools in various situations, including root cause analysis, flowcharts, and fishbone diagrams.
- Support development and revisions of processes encompassing mechanical, electrical, and software engineering.
- Track and monitor processes, including but not limited to cycle times, scrap performance, efficiency, etc.
- Participate in training activities for engineering projects.
- May troubleshoot and repair mechanical, hydraulic, pneumatic and electrical/electronic equipment including but not limited to power supplies, drives, gages and test equipment.
- Performs work requiring knowledge of electrical/electronic and mechanical theories and principles, writing specifications, local and national electrical codes, properties of various materials, and principles of operation and application of electronic equipment.
- Compile information or research for proposals for projects, applications that can be utilized from findings, costs of project, and equipment and human resource requirements.
- Writes and revises work instructions as necessary.
- Maintains area equipment and ensures a clean and safe work environment.
- Other duties as required.

**POSITION QUALIFICATIONS:**

- In depth knowledge of manufacturing systems and processes.
- Strong mechanical reasoning skills.
- Part drawing interpretation skill.
- Ability to apply concepts of basic machining.
- Special equipment knowledge (i.e. CBN grinding, tool regrinding, chip handling, systems, filtration, etc.)
- Knowledge of maintenance systems and equipment PM (hydraulic, pneumatic, and lubrication systems, etc.)
- Knowledge of safety, ergonomic and environmental standards.
- Knowledge of quality systems, gauging, and close tolerance measurement.
- Must demonstrate technical aptitude (ability to comprehend complex technical topics and specialized information) and demonstrate ability to trouble shoot.
- Must possess the ability to problem solve and troubleshoot and or use proven troubleshooting

methods.

- Ability to calculate figures and amounts using whole numbers and decimals and use mathematic principles in solving equations.
- Must have ability to measure, convert and calculate in both metric and standard units of measurements
- Ability to analyze statistical data, recognize and define problems, collect data, and develop conclusions.
- Ability to operate computerized equipment and have the ability to learn and apply computer software - Excel, Word, Access, AutoCAD, Power Point, Outlook, Visio
- Ability to read and follow work instructions, procedures and policies.
- Verbal and written communication skills.
- Good interpersonal skills and ability to work in a team environment.
- Demonstrate good safety mindset
- Ability to work in plant environment.
- Physical ability to access equipment.
- Must possess the ability to perform at required production standards with acceptable speed and quality of work.
- Ability to complete assigned tasks under stressful situations.
- Must be able to facilitate small group discussions, lead meetings, training and projects.
- Receptive or training and performing functions in multiple areas.
- Must be able to self manage themselves with minimum supervision to reach targets and deadlines.
- Must be flexible and able to work any shift and overtime as needed.
- **Must have consistently demonstrated excellent performance and attendance.**

## **EDUCATION**

High School Graduate or General Education Degree (GED) is required. Industrial certificates or training, or Associates in manufacturing technology or Pre-Engineering or related fields desired.

## **EXPERIENCE**

Must possess **3+ years** or more experience in a high-volume manufacturing environment, preferably the automotive industry. Must have demonstrated mechanical and technical skill and aptitude.

## **COMPUTER SKILLS**

Ability to operate computerized equipment is required. In addition, must have working knowledge of PC applications. Must have ability to operate MS Office applications, specifically Excel, Word & Power Point. If necessary must attend training as required.

## **CERTIFICATES & LICENSES**

Certificates or diplomas from an accredited college or skill center in machining or machine tool manufacturing highly desired.

## **OTHER REQUIREMENTS**

Solid work history and willingness to successfully function in a team environment.

## **SUPERVISORY RESPONSIBILITIES**

This job will not supervise others but may indirectly be involved with work activities of others in the department.

## **WORK ENVIRONMENT**

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

## **PHYSICAL DEMANDS – See Physical Demands Description**

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. 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 as deemed appropriate.

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