

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



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

**Reports to:** Assistant Manager, Process Engineering  
**Date:** November 30, 2008

**POSITION SUMMARY:**

Plans, organizes and directs engineering functions to meet company objectives for, new product development and improvement of existing product lines.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Develop and revise assembly processes encompassing mechanical, electrical, and software engineering.
- Manage new launches and continuous improvement projects.
- Coordinate training activities for employees affected by engineering projects.
- Assist in the development of project budgets and timing.
- Track and monitor processes, including but not limited to cycle times, scrap performance, efficiency, etc.
- May troubleshoot and repair mechanical, hydraulic, pneumatic and electrical/electronic equipment including but not limited to programmable controls, numeral controls, power supplies, drives, gages and test equipment.
- Plans and performs work requiring a thorough 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.
- Plans and formulates aspects of research and development proposals such as objective or purpose of project, applications that can be utilized from findings, costs of project, and equipment and human resource requirements.
- Oversees key projects, processes and performance reports, data and analysis. Plans documentation system.
- Utilizes problem-solving tools in various situations, including root cause analysis, flowcharts, and fishbone diagrams.
- Research and suggest design concepts and fundamental technology used for new products or improvement for existing ones.
- Reviews and analyzes proposals submitted to determine if benefits derived and possible applications justify expenditures.
- Approves and submits proposals considered feasible to management for consideration.
- Working with the Manufacturing and Quality, reviews and monitors quality and process improvements and new product development.
- Records test data, applying statistical quality control procedures.
- Evaluates data and writes reports to validate or indicate deviations from existing standards.
- Sets up and performs destructive and nondestructive tests on materials, parts, or products to measure performance, life, or material characteristics.
- Prepares graphs or charts of data or enters data into computer for analysis.
- Writes and revises work instructions as necessary (Quality Document Maintenance).
- Maintains laboratory test equipment and ensures a clean and safe work environment.
- Other duties as required.

**POSITION QUALIFICATIONS:**

- Must be able to facilitate small group discussions, lead meetings, training and projects.
- In depth knowledge of manufacturing systems and processes.
- Knowledge of capital budgeting.
- Knowledge of safety and environmental regulations.
- Capital procurement experience.
- Functional knowledge of CNC programming in close tolerance applications and PLC nomenclature

- and programming.
- Knowledge of quality systems, gauging, and close tolerance measurement.
- Knowledge of maintenance systems and equipment PM.
- Ability to troubleshoot complex system problems.
- Ability to analyze statistical data.
- Special equipment knowledge (i.e. CBN grinding, tool regrinding, chip handling, systems, filtration, etc.)
- ISO-14001 requirements.
- FMEA procedure and development.
- Hydraulic pneumatic and lubrication systems.
- Mechanical reasoning skills.
- Part drawing interpretation.
- Verbal and written communication skills.
- Computer skills - Excel, Word, AutoCAD.
- Ability to work in a team environment.
- Good interpersonal skills.
- Safety oriented.
- Ergonomics knowledge.
- Physical ability to access equipment.
- Ability to work in plant environment.
- Ability to deal with stress.
- Ability to train others.
- Must demonstrate technical aptitude (ability to comprehend complex technical topics and specialized information).
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Receptive or training and performing functions in multiple areas.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and processes.
- Must possess the ability to perform at required production standards.
- Must be able to record and interpret data.
- Ability to compute and compile necessary data and to present data in various forms for recording, reporting, and presentations.
- Ability to read and follow work instructions, procedures and policies.
- Ability to operate computerized equipment is required. (Excel is a plus)
- Must be able to work any shift and overtime as needed.
- Ability to recognize and define problems, collect data, and develop conclusions.
- Ability to read and follow work instructions, procedures and policies.
- Must possess the ability to problem solve and troubleshoot and or use proven troubleshooting methods.
- Ability to read procedures and process guidelines.
- Ability to calculate figures and amounts using whole numbers and decimals.
- Ability to apply concepts of basic machining.
- Must be able to use mathematic principles in solving business equations.

## **EDUCATION**

Bachelors Degree in Engineering or related field of study required.

## **EXPERIENCE**

Entry-level up to 3 years of experience in a high-volume manufacturing environment, preferably the automotive industry. Recent college graduates are strongly encouraged to apply.

## **COMPUTER SKILLS**

Ability to operate computerized equipment is required. In addition, must have working knowledge of PC applications. Will be required to 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.