



## **Job Description: Production Engineering Supervisor**

**Reports To: Engineering Manager**

**Location: Michigan**

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage production order workflow through engineering department to ensure that all jobs are processed accurately and on time.
- Schedules tasks and assignments of production engineers, schedules vacation time, overtime, etc... for the production engineers.
- Manages use of engineering resources to best serve the company's goals.
- Translate technical proposal packages into shop packages that include: final assembly drawing, unit assembly drawings, part drawings, material requirements, electrical schematics, plumbing schematics, and geometric code, and other necessary materials.
- Maintain and improve upon all measures of engineering performance.
- Comply with and improve efficiencies, operating expenses, and technical design and development processes.
- Provide on-the-job training as needed to production engineers.
- Ensures product compliance with regulatory agency requirements and accountable for quality and reliability of designs.
- Continually seek to improve all processes to perform work, and continually improve products in terms of quality, performance, cost, etc...
- Troubleshoot any technical design difficulties w/operations, which may arise during the manufacture of product, and take appropriate action to prevent future occurrences of the problems.

### **JOB KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to read and compare blueprints and sales orders.
- Math skills – general math, trigonometry, dimensions, metric conversion.
- Basic computer skills, MS Windows, Microsoft Office.
- Needs to be proficient with Pro/E solid modeling and sheet metal, and 2D AutoCAD.
- Experience with sheet metal design and assembly practices
- Ability to delegate responsibility and manage the workload of others.

### **EDUCATION AND EXPERIENCE:**

- Bachelor of Science in Mechanical Engineering or related Engineering degree or equivalent work experience.
- 5+ years of design experience

CORPORATE OFFICE: 1055 Mendell Davis Drive, Jackson, MS 39272  
 ADDITIONAL LOCATIONS: PRYOR OK • WEIDMAN MI • KANSAS CITY MO  
 888.994.7636 • FAX 601-371-6076 • unifiedbrands.net

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**PHYSICAL REQUIREMENTS:**

Type	Rarely 0 -12%	Occasionally 12 – 33%	Frequently 34 – 66%	Regularly 67 – 100%
Seeing:				X
Hearing:				X
Standing/Walking			X	
Climbing/Stooping/Kneeling	X			
Lifting/Pulling/Pushing	X			
Fingering/Grasping/Feeling:	X			

**WORKING CONDITION:**

- General office environment