



## JOB DESCRIPTION

# METALS MANUFACTURING ENGINEER 2

DEPARTMENT: Varies	SALARY LEVEL: SG – 05S
SUPERVISOR: Varies	EXEMPT (Y/N): Yes
JOB CODE: mtmfgn2	EEO CODE: 02      SUB CODE: 2
APPROVED BY: Alvaro Cuevas	DATE: September 13, 2013

**JOB SUMMARY:** Performs activities associated with the development, implementation and maintenance of manufacturing methods for the Sheet Metal Stamping and Fabrication operations. Manage the Design and Fabrication of new tools including supporting activities related to the quoting of metal fabricated parts.

**ESSENTIAL FUNCTIONS:** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Responsible for all aspects of Tooling and Equipment requirements for new Products
- Coordinates new tooling, repair tooling and qualification runs between satellite plants and vendors when required
- Requisitions materials, tools and components for projects being fabricated
- Participates or assists in the design of new tools and repairs on production tools when required
- Selects machines and equipment for new products and or replacing existing ones if required
- Determines and specifies, revises and or reviews the most economic fabrication methods for end product. Including but not limited to tool fabrication location, manufacturing process and packaging of metal parts
- Prepares and submits cost justifications when purchasing or replacing equipment
- Analyses and prepares projected project cost statements. Develops and submits post project costs analysis reports
- Responsible for costing or assisting in quote process for manufacturing and fabrication costs for new product
- Provides technical guidance and liaison to product operations, assists the supervisor on new techniques and may assist in the determination of causes of rejected parts and their disposition
- Analyzes and maintains production routings accurately for the metals fabrication operations
- Develops assembly guides, procedures and illustrations
- Participates in cost studies and equipment/tools recommendations
- Evaluates the necessities of capital equipment investments and supports new/used equipment purchases as required
- Interfaces with the customer/Program Managers in supporting design and development of new products, transfers, and sustaining the operations of already deployed processes
- Process ownership: demonstrated leadership in the assigned group of processes
- Engineering project management: Develops projects and leads cross-functional teams as a champion during specific processes deployments or defined projects
- Manages schedule, budget and spec on a major engineering project
- Training: support development of manufacturing engineers and manufacturing team (remote site)

## **OTHER FUNCTIONS**

- Attends meetings as needed to support organization activity
- Interfaces with customers as required
- Participates and provides value engineering support on customer proposals
- Key member of the quote team providing support to meet customer due dates with quality metal fabrication proposals
- Participates in travels to the remote manufacturing sites for specific objectives/tasks
- Performs other duties, as assigned, to achieve corporate and departmental objectives

### **MINIMUM QUALIFICATIONS**

- Bachelor of Science degree in industrial engineering or other engineering discipline
- Over six years relevant experience in Metals fabrication
- Ability to operate and have knowledge in using ERP Software (SAP, Oracle, QAD)
- Ability to use ProE or Solidworks for the review product design and manufacturing process
- Ability to use CAD software for the development of facilities layouts
- Equivalent combination of education and experience may be considered
- Ability to assign cost analysis criteria to projects and determine potential cost savings on a project by project basis
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, statistics and permutations
- Must be able to define problems, collect statistical data, analyze it, establish facts, draw valid conclusions, and demonstrate the ability to determine critical parameters and develop process controls
- Capability to calculate capacity of the operations
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Must be able to read and understand fabrication drawings (including GD&T terminology) and technical notes
- Demonstrated ability with technical writing. Ability to communicate effectively, both orally and in writing to management and technical staff audiences. Ability to stand in front of small to large technical audiences and provide training
- Demonstrated organizational skills, with the ability to handle and prioritize multiple projects simultaneously in a timely manner in a fast-paced environment
- Sound written and oral communication skills; must be able to write and understand routine reports, follow oral and written instructions, and speak effectively
- Strong interpersonal skills; ability to relate to and work with diverse groups of people
- Must have knowledge of use and operation of standard office equipment and be familiar with commonly used email, Internet, word processing, databases and spreadsheets
- Must have a high level of interpersonal skills to handle sensitive and confidential situations and materials. Position continually requires demonstrated poise, tact and diplomacy

### **PREFERRED QUALIFICATIONS**

- Prefer four years of experience as a manufacturing/industrial/mechanical engineer
- Experience in Contract Manufacturing and EMS industry desired with an emphasis in supporting an offshore manufacturing facility
- Tool room experience in design and fabrication of new tooling

**PHYSICAL DEMANDS** The employee is regularly required to sit; use hands and fingers, handle or feel objects, talk, hear, and see. The employee must occasionally lift and/or move up to 25 pounds, stand, walk,

climb, balance, stoop, kneel, crouch, crawl, or reach with hands and arms. The environment is fast-paced; time pressured, and requires accuracy. The employee will regularly multi-task between projects, be required to move throughout the office building, and effectively communicate. The normal environment is quiet and typical of an open cubical setting with some areas that may be louder at times.

*The statements on this job description are intended to describe the general nature and level of work being performed by incumbents. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required by all incumbents, and all job descriptions are subject to change to accommodate business necessity. In support of KeyTronicEMS' goals some incumbents may perform other duties as assigned. In addition, all KeyTronicEMS employees are expected to:*

- *Promote teamwork and cooperative effort*
- *Help train and give guidance to other KeyTronicEMS employees*
- *Maintain a clean, safe, and unobstructed work area*
- *Provide customers with the highest quality of products and service*
- *Understand and apply appropriate quality improvement processes*

Rev. December 1, 2014