

**SUMMERS MANUFACTURING COMPANY, INC.
POSITION DESCRIPTION**

POSITION TITLE: Manufacturing Engineer
IMMEDIATE SUPERVISOR: Director of Operations
SUPERVISION RESPONSIBILITIES: Yes

DEPARTMENT: Production
FLSA: Exempt

1. GENERAL SUMMARY OF RESPONSIBILITIES:

The Manufacturing Engineer supports the key fundamentals of production by working continuously to improve; Quality, Productivity, Safety, and Cost Reduction initiatives through process development and process improvement projects.

2. SPECIFIC JOB RESPONSIBILITIES:

- A. Develop manufacturing methods, labor utilization standards, and cost analysis systems to promote efficient staff and facility utilization.
- B. Recommend methods for improving utilization of personnel, material, and utilities.
- C. Provide training to other production employees on the most efficient manufacturing methods developed.
- D. Evaluate and suggest recommendations on the manufacturing quality control processes, types of manufacturing methods to be adopted, processes to be followed, tools and fixturing to be utilized.
- E. Draft and design layout of equipment, materials, and workspace to illustrate maximum efficiency using drafting tools and computer.
- F. Research about tools, methodologies and processes in an effort to find solutions to improve production efficiency and report finding to Director of Operations.
- G. Review production schedules, engineering specifications, orders, and related information to obtain knowledge of manufacturing methods, procedures, and activities.
- H. Study operations sequence, material flow, functional statements, organization charts, and project information to determine worker functions and responsibilities.
- I. Complete production reports, purchase orders, and material, tool, and equipment lists.
- J. Regulate and alter workflow schedules according to established manufacturing sequences and lead times to expedite production operations.
- K. Apply statistical methods and perform mathematical calculations to determine manufacturing processes, staff requirements, and production standards.
- L. Communicate with management and user personnel to develop production and design standards.

- M. Estimate production cost and effect of product design changes for management review, action, and control.

3. JOB SPECIFICATIONS:

A. Education/License/Certification Requirements

- 1. Four (4) year degree in engineering or equivalent field of study, required. Degree in Industrial or Manufacturing Engineering, preferred.
- 2. Valid North Dakota driver license with a clean driving record, required.

B. Experience Requirements

- 1. 5 to 10 years of relevant experience in a production setting.
- 2. Experience with CAD programs required. Experience with Inventor 3D, preferred.
- 3. Experience with spreadsheet and word-processing computer applications, required. Experience with Syspro, or other ERP (Enterprise Resource Planning) software, preferred.

C. Physical Requirements

- 1. Ability to walk and stand for long periods, up to four (4) hours, required.
- 2. Ability to sit up for long periods of time, up to four (4) hours, required.

D. Lift and Carry Requirements

- 1. This position requires infrequent lifting and carrying of machine parts, weighing up to 50 lbs. in the following situations:
 - a. Lifting parts from machinery while working on a machine.
 - b. Carrying parts short distances.
- 2. This position requires infrequent lifting and carrying of machine parts weighing over 70 lbs. using hand truck, hoist or forklift.

E. Equipment/Tools Requirements

- 1. Ability to utilize forklift, hoists or hand truck, preferred.
- 2. Ability to utilize computer, printer and scanner, required.
- 3. Ability to utilize a variety of hand tools, required.

F. Environment Requirements

This position involves work inside and outside the plant, where conditions may get dusty, hot, cold, noisy and smoky and may involve exposure to some odors:

1. Ability to work around fumes and chemicals, required.
2. Ability to work around moving parts, required.
3. Ability to work outside, required.
4. Ability to work around loud noises, required.

G. Qualifications

1. Excellent oral and written communication skills, required.
2. Ability to work as part of a team, required.
3. Excellent customer relation skills, required.
4. Excellent Project Management skills, required.
5. Must be a self-starter and have the ability to work autonomously.

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

- * Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.
- * Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- * Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.
- * Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

JOB DESCRIPTION ACKNOWLEDGMENT

I acknowledge that I have received a copy of the updated job description for my position with Summers Manufacturing. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I understand that it is my responsibility to ask my supervisor or human resources for more clarification should I have any questions about my job duties and responsibilities or require a reasonable accommodation.

I understand, and have received a copy of my updated job description.

Signed: _____ *Date:* _____

Supervisor Signature *Date*

Employee or Supervisor comments:

Return this form to Human Resources.