

Job Title: Manufacturing Engineer
Department: Engineering
Manager: Manufacturing Engineer Manager
FLSA: Exempt **Job Status: Full Time**

JOB DUTIES & RESPONSIBILITIES: Include the following, as well as other duties that may be assigned.

Key Duties:

The Manufacturing Engineer will be responsible for improving the quality, cost and reliability in manufacturing of products using lean techniques. Improve and drive the process by collaborating with many departments to achieve company defined results. Responsible for maintaining positive relationships with various operation and administrative staff. Provides leadership in carrying out projects that utilize cross functional teams. This is an excellent opportunity to work in a collaborative, friendly work environment with a team that is dedicated and passionate about innovation and craftsmanship.

What You Will Be Responsible For and Doing:

- Create and maintain schedules to ensure deliverables are reasonable for the project and sales execution.
- Work as a single point of contact for multiple products concurrently.
- Drive physical and systematic measurable improvements throughout the manufacturing process.
- Identify and/or design and perform the appropriate physical testing on engineering prototypes; establish full-production test methods for suppliers and assembly team.
- Provides documentation and support necessary to fulfill customer needs, giving internal customers the tools to effectively complete their tasks.
- Assists and actively participates in managing day-to-day activities on the floor.
- Recommends methods for improving safety, quality, and efficiency.
- Confers with staff at all levels to implement plans and recommendations.
- Supports the development and implementation of custom and new products.
- Follow company policies, core values and safety/quality procedures and standards
- Review and drive manufacturing methods, training and tooling to ensure that quality is being maintained.
- Create and maintain Bills of Material, engineering drawings, and process documentation for all products as needed.
- Role model GMi core values, adherence to safety and quality standards and exemplify a “*Whatever it Takes*” attitude.
- Regular and predictable attendance.

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

B.S. Degree in an engineering or technical discipline or equivalent training and experience. Two to five years' experience in manufacturing environment a plus but not required.

Knowledge and Competencies: The following key competencies represent qualities, traits, and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired.

- Knowledge of SolidWorks and Microsoft Office. AutoCad is a plus.
- Excellent organization and time management skills (ability to work under deadline pressure)
- Self-Directed – Actively seeking solutions and improvements towards achieving goals set.
- Strong analytical skills and possession of tact and integrity
- Hands-on experience with building and assembling in a manufacturing environment is a plus.
- Positive/optimistic – Can do, make things happen attitude (genuinely believe the organization can accomplish a lot).
- Effective team player – sharing information with peers and managers; effectively working with people across departments and business levels to accomplish company goals.
- Strong interpersonal and communication skill necessary
- Ability to manage conflict and strong negotiating skills.
- Strong problem-solving skills and comfort in risk taking.
- Ability to read blueprint schematics.
- Knowledge in Bill of Material Structure and New Product Setup in ERP System a plus.
- Ability to aid in design of new products and work with existing ones to improve them utilizing your and team's knowledge/experience.

Certificates, Licenses, Registrations: Valid Driver's License

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Individual is required to walk on level surface for periodic periods, talk and hear, taste and smell, use hands to finger, handle or feel, and stoop, kneel or crawl. May be required to sit and climb or balance as needed. Reaching above shoulder heights, below the waist lifting as required throughout the workday. Proper lifting techniques required. Individual frequently lifts up to 25 pounds and occasionally may lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is in a manufacturing plant environment where the temperature may vary hot or cold and the use of personal protective equipment such as safety glasses. The typical noise level is loud. Exposure to vibration, fumes or airborne particles, and moving mechanical parts.



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I, the undersigned, have read and understand the duties and responsibilities of this position.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.