

Job Title: Process Improvement Engineer**Department:** Engineering**Manager:** Director of Operations**FLSA: Exempt** **Job Status: Full Time****Job Duties & Responsibilities:** Include the following, as well as other duties that may be assigned.**Key Duties:**

The Process Improvement Engineer will be responsible for improving the quality, cost and reliability of production and manufacturing of existing products that are already in-market. This role is responsible for improving the quality, cost and reliability in manufacturing of products by leading more consistent and sustained use of current production processes as well as driving improvements utilizing lean techniques. The successful candidate will drive effective quality controls, teach production staff how to use them and supervise outcomes. This is an excellent opportunity to work in a collaborative, friendly work environment and drive the continuous process improvement and quality program.

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.
- Determine quality improvement factors
- Implement methods to inspect, test and evaluate the reliability of manufacturing processes, products and production equipment.
- Make sure processes adhere to quality standards
- 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 process documentation for 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 Mechanical Engineering, industrial design or related field. 3+ years' experience in mechanical design preferred 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.

- Strong understanding of test equipment.
- A keen eye for detail and a results driven approach.
- Conscientious and responsible.
- Ability to read blue print schematics and material specifications.
- Strong problem solving techniques (working through the fish bone/Ishikawa diagram scenario or DMAIC model.-.define/measure/analyze/improve/control.
- Descriptive statistics, analysis, charting variation analysis, control charts, identifying and verifying causes,
- Strong working knowledge of various mathematical concepts including fractions, ratios and proportions.
- Excellent organization and time management skills (ability to work under deadline pressure)
- Self and Other-Directed – Actively seeking solutions and improvements towards achieving goals.
- Strong analytical skills and possession of tact and integrity.
- Positive/optimistic – Can do, make things happen attitude (genuinely believe the organization can accomplish a lot).
- Strong 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 skills; ability and confidence to listen, lead, follow, influence and teach.
- Ability to manage conflict and strong negotiating skills.
- Ability to manage others directly and indirectly.
- Ability to create engineering schematics.
- A strong knowledge of AutoCAD, SolidWorks, and Microsoft Office is required with proficiency in Navision a plus.

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.

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.