



Job Title: Process Development Engineer

Department: Product Development

Manager: COO

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 Development Engineer will be responsible for developing new products prior to bringing them to market, and improving the quality, cost and reliability in manufacturing of existing products that are already in-market. Duties will include designing, researching, prototyping, documenting, estimating, establishing a reliable supply chain, training and making process improvements. The successful candidate will report directly to the COO and drive the process by collaborating with design, purchasing, maintenance, sales, quality, assembly, shipping and marketing teams to develop products and solutions. 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 being developed concurrently.
- Use specialized software to create models and drawings of products.
- Research new materials and methods of development or manufacture.
- Perform physical testing on engineering prototypes.
- Engineer higher quality IN and take cost OUT of existing products.
- Ensure components and assemblies adhere to applicable industry and business standards.
- Source/construct prototypes.
- Lead design reviews/brainstorming sessions with engineers/designers and other stakeholders.
- Identify and/or design and perform the appropriate physical testing on engineering prototypes; establish full-production test methods for suppliers and assembly team.
- Create communication documentation to help convey the key aspects of design to a client or manufacturing partner.
- Review 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.
- 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.

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.

- Ability to help design new products and work with existing ones to improve fit and finish and reduce cost and/or liabilities, resulting in profitable sales.
- Impeccable attention to detail.
- Excellent organization and time management skills (ability to work under deadline pressure)
- Self-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).
- 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 skills; ability and confidence to listen, lead, follow, influence and teach.
- Ability to manage conflict and strong negotiating skills.
- Ability to plan, schedule, coordinate and problem solve effectively.
- 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 work day. 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.