



a GMI company.

**JOB TITLE:** Manufacturing Engineer

**DEPARTMENT:** Production

**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.

### What You Will Do:

Plans utilization of facilities, equipment, material, and personnel to improve efficiency of operations. Responsible for maintaining positive relationships with various operation and administrative staff. Works with vendors and outside contractors. Provides leadership in carrying out projects that utilize cross functional teams.

### Your Day-to-Day Responsibilities:

- 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 at Waddell.
- Analyzes work force utilization, facility layout, and operational data such as production costs, process flow charts, and production schedules to determine efficient utilization of workers and equipment.
- Recommends methods for improving worker efficiency and reducing waste of materials and utilities such as restructuring job duties, reorganizing work flow, relocating workstations and equipment, and purchasing equipment.
- Confers with management and engineering staff to implement plans and recommendations.
- Works with Production Manager on such issues as maintenance functions and quality control issues.
- Supports the development and implementation of new products.
- Follow company policies, core values and safety/quality procedures and standards.
- Regular and predictable attendance.
- Other duties as assigned.

**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. Entry level to five years' experience in manufacturing environment with Mastercam and CNC machining experience, working with Bills of Material and Routings a plus.

**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.

- 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
- 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 blue print schematics.
- A strong knowledge of AutoCad, SolidWorks, Mastercam and Microsoft Office is required with proficiency in Navision a plus.
- Ability to help design new products and work with existing ones to improve fit and finish and reduce cost.

**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 35 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.