



## **C-Axis** **Job Description**

**Job Title: Manufacturing Engineer 1**  
**FLSA Status: Exempt**  
**EEO: Professional**

**Reports To: General Manager**  
**Department: Engineering**  
**Date Revised: February 2017**

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**Summary:** Develop and document the manufacturing process of precision components. Perform machine set-up and first article inspection for process verification. Train employees to operate and manufacture components per standard operating procedures. Develop quality inspection requirements (SPC) and document the process per customer and C-Axis requirements.

### **Essential Duties and Responsibilities, but are not limited to the following:**

#### **Develop manufacturing process for assigned components**

- Determine process to manufacture components
- Select equipment as required
- Select tooling/Fixtures required for manufacturing
- Create SOP documentation as required
- Develop programs utilizing CAD/CAM
- Perform pre-process planning
- Follow Standard Operating Procedures
- Implement changes to SOP when required
- Issue new revision levels to SOP when required

#### **Develop Statistical Process Control plans for manufacturing**

- Define process control plan utilizing SPC software
- Establish limits
- Ensure implementation
- Review results

#### **Set up of equipment**

- Perform initial setup of equipment
- Run first article or process verification run
- Verify process and process controls
- Document first article
- Mount fixtures and parts
- Manufacture required fixtures or tooling
- Edit programs as needed
- Identify process improvements as needed
- Train operator as needed
- Monitor run to ensure consistent quality
- Ensure Statistical Process Control has been implemented

## **Continuous improvement**

- Ensure Production Control is aware of cycle times for components
- Ensure cycle times are being met.
- Ensure process is running as efficient as possible
- Analyze processes to determine more efficient methods or techniques
- Improve processes to improve quality
- Analyze tooling requirements and recommends improvements as needed
- Maintain knowledge of the latest technology in manufacturing

## **Implement changes requests from customers**

- Communicate directly with customer to ensure all changes are understood and documented

## **Assist in the quotation process as required**

- Define process and estimate cycle times
- Define quality requirements
- Identify technical issues and concerns

## **Provide training to employees on specific jobs and on a general basis**

- Perform as a technical resource for other employees
- Train the employees to run specific jobs
- Provide training on inspection criteria and techniques
- Provide generic training to employees

## **Special Projects**

- Develop and manage special projects as assigned by management.

## **Supervisory Responsibilities:**

This position does not have supervisory responsibilities. It does however have broad influence due to exposure at all levels of the company. Due to the nature of the timelines that estimating falls under it is often necessary to exert pressure to meet deadlines. Keep the overall goals in mind and push back when required on the sales group to grow relationships within the organization.

## **Core Competencies:**

1. Company Ambassadorship
2. Integrity, Ethics, Confidentiality
3. Quality Oriented
4. Customer Focus
5. Cost Conscious
6. Collaboration/Teamwork
7. Creativity and Innovation
8. Initiative/Adaptability
9. Learning Orientation

**Job Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

1. Problem solving and decision making skills
2. Results Oriented and capable of identifying areas for improvement and new opportunities
3. Time Management Skills to ensure that all projects are completed successfully and on time
4. Excellent communication, interpersonal relations and negotiations skills
5. Able to deliver customer presentation, discuss professionally quotes and proposal with customers.
6. Continually evaluates results from these defined responsibilities and identifies improvement areas and opportunities.
7. Prepares special reports by collecting, analyzing and summarizing information and trends.
8. Keeps management and employees informed of all matters of importance and initiates or recommends appropriate action
9. Maintains objectivity and independence in actions which are in the best interest of the corporation

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and/or Experience:**

- Bachelor degree in Engineering with at least 4 years related experience in engineering.
- Experience in a metal manufacturing work environment preferred
- EIT or PE License
- Colegio de Ingenieros y Agrimensores de Puerto Rico active membership

**Other Qualifications:**

- Intermediate to Advanced Word, Excel, Power Point and data entry skills
- Strong attention to detail and numerical accuracy and ability to detect errors
- Ability to work effectively with all levels of the organization and influence teams to exceed expectations
- Excellent written and verbal communication skills
- General skill in CNC programming and computer skills
- Knowledge and skill in Quality and Inspection tools and techniques
- Skilled in the use and interpretation of SPC
- Geometric Tolerancing and drawing interpretation
- 5-10 years of hands on machining
- 3 years' experience with CAM programming software

**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 functions. While performing the duties of this job, the employee is frequently required to sit and enter data for long periods of time. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move 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 adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually loud.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_