



## JOB DESCRIPTION

Position Title: Manufacturing Engineer

Location: Shelbyville, IL

Prerequisites:

A. Education

High School Diploma;  
Associate / Bachelor of Science  
in Engineering

B. Experience

Minimum 5-10 years in Mfg.  
Engineering or related field

### POSITION SUMMARY:

Capable of implementing multiple priority projects with the goal of competitively producing high quality products according to ITA's established business plan as related to machining and assembly operations.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Plan manufacturing projects that fall within the scope of required production including cost estimating, estimating labor standards, capacity planning, quoting and establishing budgets.
2. Design special tools, jigs, fixtures, and basic equipment as required.
3. Choose and acquire special machines for manufacturing, (preferably equipment equipment), accessories, tooling, fixtures, and services as required to meet ITA's manufacturing business plan.
4. Requires "hands on" machine validation, installation, set-up, may include CNC/PLC programming and start-up support until equipment performance exceeds 85% OEE.
5. Computer operation pertaining to creating tool drawings, process instructions and spreadsheets will be required. Solidworks and/or other 3D modeling experience required.
6. Provides day-to-day technical support and training for the assembly processes in the plant.
7. Maximizes efficiency by analyzing assembly line layouts, workflow, assembly methods, change- over-fixturing, gauges, work-in-process (WIP) storage, and tool storage.
8. Develops Advanced Product Quality Planning (APQP) requirements, including Process Failure Mode & Effect Analysis (PFMEA), Process Flow Charts, and Process Design Sheets.
9. Supports Program Management generated project macro-schedules with detailed engineering micro-schedules to ensure that all project milestones are tracked and completed on time.
10. Identifies Value Engineering/Value Analysis (VE/VA) ideas and standard parts to be implemented into new product designs.
11. Leads and/or participates in continuous improvement activities targeted to increase productivity and reduce machine downtime and scrap.
12. Automated material handling programming required.
13. Evaluate manufacturing operations utilizing SPC methods.

14. Knowledge of OSHA safety requirements and the machine operator's general health and safety is to be a primary consideration.
15. Project management skills required.
16. Interpersonal skills – to confidently interact with individuals at all levels of authority.
17. Domestic and International travel required.

#### ACCOUNTABILITY:

The incumbent is directly accountable to the Manufacturing Engineering Manager or the Lead Senior Manufacturing Engineering which the incumbent is so assigned. Accountable for meeting all assigned project budgets and department budgets where involved.

#### DECISION MAKING:

The incumbent is expected to make decisions based on known project priorities as defines by the supervisor and production demands at the time.

***DISCLAIMER: This position description in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her supervisor/manager. Requirements stated are minimum levels of knowledge, skills and /or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. All employment decisions, including promotions, transfers and others, are based on meeting all requirements and on organizational need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. WE MAINTAIN AN "AT WILL" EMPLOYMENT.***