



QA0035

07/13/2018

Job Title: **Process Engineer**

Shift:

Department: Operations

Location:

Statesville, NC

Reports To: Director of Operations

FLSA Status: Exempt

Position Purpose

- Develop and implement process improvements to advance product offerings, reduce scrap, improve efficiencies and improve quality. Works closely with Manufacturing to study, evaluate, and implement root cause analysis to problem solving on the production floor. Responsible for the implementation and management of the Quality System and assure the Integrated Management System (IMS) is in compliance with ISO standards. Utilize lean six sigma and analytical tools to lower cost of quality and obtain zero defects as well as to trouble-shoot product and manufacturing quality issues by working with internal & external customers including vendors to obtain resolutions

Essential Duties & Responsibilities

- Work closely with Operations to troubleshoot process problems, conduct root cause analysis, identify corrective actions, and establish course of action
- Confer with management, engineering, and other staff regarding manufacturing capabilities, production schedules, and other considerations to facilitate production processes
- Make recommendations on layouts, processes, tooling, material, equipment and technology and assist in capital expenditure justification
- Lead continuous improvement efforts toward quality improvement, scrap reduction and productivity improvement utilizing proven statistical methods
- Creates Procedures and Work Instructions to support facility IMS
- Generate CAD drawings and sketches
- Designs and performs tests to qualify new tooling or processes prior to use in production
- Capable of diagnosing trouble on production equipment and implement any required changes, repairs, or adjustments needed
- Can setup, run, and adjust production machinery when required
- Train production personnel in the proper use of tools, gauges and machinery
- Implement corrective action to problems occurring internally as well as externally at customers
- Works with production and office personnel to implement VSM strategies

Knowledge / Skills / Abilities

- Use of Lean manufacturing and Six Sigma tools
- Must be able to communicate effectively verbally and in writing, with the ability to work independently, as well as cooperatively and collaboratively with all levels of employees, management and third parties.

- Must be an organized planner, able to direct multiple projects
- Must have strong technical, analytical and interpersonal skills
- Excellent negotiation skills
- Work well with a team and individually
- Must have a good working knowledge of processes, machinery and shop equipment.
- Must have a good work ethic and attitude towards work & others
- Responsible for confidentiality, compliance with company policies/procedures, and contribution to the overall team
- Assists all departments in achieving their goals through technical support
- Develops and maintains communications in a cooperative and professional manner with all levels of the organization, reps, vendors and customers
- Generates and maintains records and files as needed for future reference
- Assist in completing Specialty Item Quote form as required
- Complete assigned tasks and projects on time and within defined budget utilizing project management
- Performs miscellaneous job-related duties as assigned

Qualifications / Prior Experience

- BS degree in Manufacturing, Industrial or Mechanical Engineering
- 3-5 years of manufacturing experience, preferably in textile/extrusion/plastic/ultrasonic welding
- Proficient in Microsoft Office Suite
- Skilled in 3D CAD, preferably SolidWorks
- PLC logic/programming is desirable

Work Environment / Other Requirements

- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits
- Must be able to walk, talk, sit, stand, and communicate verbally continuously throughout an 8 hour period
- Must be able to lift 25 – 50 lbs