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**JOB TITLE:**                    **PROCESS ENGINEER**

**DEPARTMENT/LOCATION:** Process Engineering


**REPORTS TO:** Process Engineering Manager

**FLSA STATUS:** Exempt


**POSITION SUMMARY:** The Process Engineer is responsible for working with Program Management, New Product Development, Design Engineering, Manufacturing, and Quality Control to create and revise Manufacturing and Quality Control Process Documentation that generate process improvements and method efficiencies as well as providing manufacturing support when required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Process and Document Generation;
  - Work Instructions
  - Process Flows
  - Quality Plans
  - Process Records
  - Reference Documents
  - Inspection Records
  - Configuration Matrix
  - Assembly Instructions
  - Manufacturing Aids
  - Procedures
- Conduct Process Training for the Process Compliance Lead, Manufacturing Forepersons and Leads, and the Quality Control Manager, Foreperson, and Leads, as required.
- Establish Monitoring & Measuring Requirements;
- Establish critical items and key characteristics process control;
- Establish sampling plans for quality control;
- Identify opportunities for process improvements;
- Participate in design reviews;

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- Identify requirements for Quality Control Equipment, Tools, & Fixtures;
  - Communicate requirements to the Quality Control Supervisor
- Identify inspection tools and templates required for production process;
- Perform equipment validation and certification activities;
- Communicate to the Document Controller monitoring equipment requiring calibration.
- Identify physical layout of manufacturing floor for each project
- Implement required Work Environment Controls;
  - Work with the facilities department to implement required work environment controls
  - Ensure temperature monitor parameters and alerts are set as required
  - Ensure that temperature and humidity data is collected
- Procure Manufacturing Equipment and Tooling;
- Participate in Vendor Evaluation, Development, and Qualification Process;
  - Interface with suppliers and engineering during new product development to address component manufacturability and quality concerns; and
- Generate Markers;
  - Perform nesting analysis based on released Toolpaths
- Generate Waterjet layouts;
  - Create nestings, lead-ins and lead-outs, incorporate validation coupons, etc.
- Support Quality Control Department on the verification of inspection templates by providing the one to one prints.
- Safeguard and store production fixtures;
- Confirm accuracy of the List of Contents for the Manufacturing Team;
- Responsible for overseeing the generation and maintenance, for each production order, of
  - Labeling
  - Stencils

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- Process Records
- Travelers and Traveler Labels
- S/N Control Log
- Establish packaging requirements (Review, Design and Identification);
- Provide training support to manufacturing department on assemblies and other complex work activities, as required; and
- Support the prevention of FOD in work areas.

*Other duties may be assigned to meet business needs.*

**QUALIFICATIONS/REQUIREMENTS:** Must possess excellent verbal and written communication skills in the English language. Bilingual in the Spanish language preferred. Employee needs to be proficient in MS Office. Employee needs to have the ability to work under pressure, multi task, and be detail oriented.

**OTHER QUALIFICATIONS:** Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA, and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

Ability to maintain reasonably regular, punctual attendance consistent with the ADA, FMLA, and other federal, state and local standards.


Compliance with all personnel policies

This position requires use of and access to information which is subject to the International Traffic in Arms Regulations (ITAR). Accordingly, all Process Engineers must be U.S. persons within the meaning of ITAR. ITAR defines a U.S. person as a U.S. Citizen, U.S. Permanent Resident (i.e. 'Green Card Holder'), Temporary Resident, Political Asylee, or Refugee.

**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.

Regularly required to stand or sit, and move about the facility. Employee may occasionally lift or move up to 35 lbs.

**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.

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Work usually performed in an office setting and/or production setting. The noise level in the work environment is usually moderate unless noted by safety signage.

**EDUCATION/TRAINING/EXPERIENCE:** Bachelor's degree in Mechanical or Industrial Engineering, or related Engineering field required, or work experience equivalency. Minimum of 3 years experience in the manufacturing or aerospace industry required, in manufacturing, manufacturing engineering, and/or process engineering.

Approved by: \_\_\_\_\_  
**Jason Ickes, Process Engineering Manager**