

POSITION: Industrial Engineer
DEPARTMENT: Manufacturing Engineering
REPORTS TO: Manufacturing Engineering Manager
LOCATION: Minneapolis, Minnesota
DATE: January 2012

SUMMARY

Reporting to the Manufacturing Engineering Manager, plans, directs, and executes effective and timely manufacturing processes, routings, and methods. In addition acts as a resource to Capital Expenditure projects, CNC programming, and Tooling Engineering processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Define and document manufacturing routings, standard work or method documentation for manufacturing processes in conjunction with Engineering and Production Control. Develops, evaluates, and improves manufacturing methods and processes.

Leads or supports timely and effective capital submittals for upgrade or replacement of existing equipment, facility, or process.

Acts as a resource and brings forward ideas and proposals for introduction of new equipment and technology, product design for manufacturability, process improvements, and provides general support to the manufacturing operation.

Technically advises and demonstrates to general shop personnel regarding production process, when required

Leads or supports projects and cross-functional teams to implement improvement or effect change.

Confers with management, engineering, and other staff regarding manufacturing capabilities, production schedules, and other considerations to facilitate production processes.

Complies with and supports safety, health and environmental programs.

Reduction of manufacturing lead time through the application of continuous improvement, process improvement, and lean methodology.

Other duties may be assigned that are not specified in this position description. Assists with various projects and tasks as assigned by Manufacturing Engineering Manager.

QUALIFICATION REQUIREMENTS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Industrial, Manufacturing or Mechanical Engineering from 4-year college or university with four to seven years related manufacturing engineering experience in a manufacturing environment with fabrication and machining process

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER and PC RELATED SKILLS

Proficient knowledge of Windows-based PC applications including word processing, spread sheets, database, and graphics programs. Knowledge of Pro/E preferred, basic knowledge of AutoCAD and Blueprint reading

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires a valid Minnesota driver's license. Ability to travel by airplane as required.

OTHER KNOWLEDGE, SKILLS and ABILITIES

Strong analytical skills. Comprehensive organization, oral and written communication, motivation, human relations, records keeping, problem-solving and follow-through skills. Effective presentation skills and a proactive approach. Work effectively as a team member, but also capable of leading. Confidence in own abilities and capable of acting decisively. Ability to project and maintain professionalism with a diversity of people inside and outside the Company. Willingness to accept responsibly and be accountable. Willingness and ability to travel as necessary. Ability to work under pressure and in stressful situations.