



## **JOB DESCRIPTION**

**JOB TITLE:** Manufacturing/Mechanical Engineer

**EMPLOYER:** Global Precision Manufacturing LLC

**DEPARTMENT:** Engineering

**REPORTS TO:** CEO

**WAGE:** \$60k-\$90k Annually DOE

**EFFECTIVE DATE:** 5/10/2022

**SUMMARY:** Manufacturing/Mechanical Engineers design and develop the process that makes a product. They are concerned with developing processes and systems that improve quality and productivity in the manufacturing of a product. Leads the company's manufacturing/mechanical engineering efforts by working with internal staff and external customers to define product specifications, develop conceptual and final design solutions.

### **DUTIES AND RESPONSIBILITIES:**

- Specifies, designs, analyzes, simulates, prototypes, builds, tests, documents, and releases to manufacturing required mechanical systems.
- Organizes, plans, tracks, and resolves design problems associated with product performance in engineering, manufacturing, and the field.
- Provides assistance with system level architectural design as well as the development of specifications, schedules, and test plans related to product development activities and product upgrades.
- Interfaces with appropriate departments to ensure design specifications meet or exceed all applicable regulatory standards.
- Develops product performance testing; incorporates required design changes to address problem resolution.
- Interfaces with outside vendors as required.
- Interacts and collaborates effectively with internal and external team members to assure needs of the company are met.
- Investigates and thoroughly understands developments in mechanical engineering and computer technology.
- Prioritizes and manages multiple projects within design specifications and budget restrictions.
- Inventing and designing the tools for the machines used in the manufacturing process and ensuring the parts work properly to product quality products.
- Performs other related duties as assigned by management.

## **QUALIFICATIONS:**

- Bachelor's degree (B.S.) or equivalent in related field.
- Four to six years related experience or equivalent.
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Demonstrated ability to plan and organize projects
- Proficient on manufacturing ERP systems, Autodesk Inventor, and Autodesk Vault
- Proven ability to handle multiple projects and meet deadlines
- Good judgement with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Working knowledge of data collection, data analysis, evaluation, and scientific method.
- Working knowledge and understanding of the basic principles, theories, concepts, and practices in the applicable area of engineering/technical specialization.

## **COMPETENCIES:**

- **Analytical**--Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Design**--Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- **Problem Solving**--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Technical Skills**--Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Oral Communication**--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Quality Management**--Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen**--Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

- **Strategic Thinking**--Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Professionalism**--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Innovation**--Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand, walk & sit
- Frequently required to utilize hand and finger dexterity
- Occasionally required to, bend, stoop, or kneel
- Frequently required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items less than 25 pounds
- Occasionally work near moving mechanical parts
- Occasionally loud noise

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*