



IB-TECH Job Description

PRODUCTION ENGINEERING ASSOCIATE

Education & Experience Requirements

- High School Diploma AND;
- 4 years of job-specific and related experience in manufacturing general maintenance and production control AND;
- Must possess demonstrated analytical capability; ability to work independently and as a team; excellent written and oral communication; ability to use hand tools and powered equipment; proficient computer skills, specifically in Microsoft office applications, enterprise resource planning systems and programmable logic controls experience is a plus.

Primary Roles & Responsibilities

- Check and sign daily paperwork
- Conforms and verifies all completed tasks
- Demonstrates equipment knowledge and experience and applies them appropriately
- Establish spare parts requirements for new equipment
- Establishes and maintains cooperative and productive work relationships with all Associates
- Improve equipment safety, first time quality, and process efficiencies
- Input and hands-on support to help meet team goals and solve equipment problems
- Maintains plant layouts and computer aided design documents
- Maintains efficient works pace so departmental goals are met; utilizes all resources to insure maximum department benefit
- Notify appropriate Leadership personnel of impending issues or problems
- Machine programmable logic controller series programming setup and adjustments
- Perform die fixture modifications as needed to develop or improve a process
- Provide annual arc weld, projection weld, and IB-TECH weld criteria education to Leadership
- Review re-occurring machine downtime issues, plan and execute improvement countermeasures effectively
- Sets challenging goals for self-improvement
- Support auxiliary task groups and committees sanctioned by IB-TECH
- Support fixture trials and new model activities
- Troubleshoot manufacturing problems
- Overtime may be assigned
- Travel not likely or 0%, but may be requested by Leadership
- Training needs are based on IB-TECH's training matrix for this position, relevant to ISO 9001 and ISO 14001 systems
- Other duties as assigned

Physical Demands

- Associate must be able to occasionally lift up to 40lbs in single or multiple lifts. Associate must be able to occasionally push/pull up to 100lbs. Associate will frequently bend, twist, turn, squat kneel, overhead reach, climb stairs, and pinch grip small objects for up to 7 hours per day. Typical work environment includes; sitting, typing, writing in an office setting 1 hour per day and standing in manufacturing areas 7 hours per day. Associate must have a valid driver's license to operate company vehicles. Idle time between job tasks is likely to exist. Break/Lunch periods are typical in a 9 hour day.

Grade/Classification:	C2 – Professionals
FLSA Status:	Salary-Exempt
Department Assignment:	Production Engineering
Function:	Machine and Process Specialist
Reports to:	Senior Production Engineering Manager
Supervises:	None