

Job Description – Engineer

Title:	Engineer
Department:	Engineering
Hours:	Full Time
Reports to:	Engineering Manager
Direct Subordinates:	None
Responsibilities	
1.	Assist manufacturing operations on site
a)	Ensure proper tooling and equipment needed are available to perform work
b)	Ensure proper files and documents are available pertaining to specifications of finished goods
c)	Troubleshoot problems brought up by manufacturing staff
d)	Design specialized tooling and fixturing required to perform work
2.	Review work orders
a)	Ensure proper revision of drawings is attached to work order
b)	Ensure files needed for laser or CNC machining are properly stored on server
c)	Ensure routing and work flow are correct for order
d)	Deliver reviewed work orders to Operations Manager in a timely fashion
3.	Identify process improvement opportunities and report them to Engineering Manger
4.	Compile project data for review by Engineering Manager
5.	Work with Estimator to ensure accurate quoting of new business
a)	Assist in locating outside vendors for raw materials
b)	Assist in locating outside vendors for services not available at ABT Metals
c)	Work with Estimator and manufacturing staff to ensure accurate setup and cycle times
6.	Process Engineering Change Request forms submitted to Engineering Department
a)	Assign ECR number and record information in ECR Log
b)	Assist in determination of action based on ECR
c)	Perform required action related to ECR
7.	Generate Engineering Change Notices
a)	Assign ECN number and record information in ECN Log
b)	Distribute ECN to affected parties
c)	Assist in changes required to fulfill ECN
8.	Assist or fill in for Quality Staff as required
9.	Complete other related duties as assigned by Engineering Manager
Required Skills	
●	Proven engineering experience
●	Proven drafting experience
●	Knowledge of manufacturing systems and procedures
●	Strong time management skills and ability to multi-task and prioritize tasks
●	Attention to detail and problem-solving skills
●	Strong written and verbal communication skills

•	Strong organizational and planning skills
•	Proficient in MS Office
•	Punctuality and reliability
•	Ability to work well with others from a variety of occupational backgrounds

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