



<b>Job Description Project Engineer</b>		<b>MFI-JD-008</b>	
		DATE <b>25-MAR-2022</b>	REV <b>NEW</b>
		<b>Sheet 1 of 2</b>	

## POSITION SUMMARY

The project engineer's main task is to convert customer requirements into technical documents to be used in the shop. In addition to design and development responsibilities, the project engineer works as a technical and engineering resource for estimating, planning, production, quality control and quality assurance. As a New Product Introduction lead, the project engineer manages and validates first production runs and implements lessons learned to optimize the production of future orders.

## CLASSIFICATION/REPORTS TO

Non-Exempt

Reports to Engineering Manager

## TASKS AND DUTIES

- **Design and Development:** Work with customers to produce 3D and blueprints of products. Work with M&F staff to produce 3D and blueprints of tooling.
- **Project Management:** New Product Introduction lead. Manage timeline from contract review to shipping, scope, quality, cost, and production process steps to ensure NPI is successful. Implement lessons learned to ensure optimization of processes for future orders.
- **Quality Assurance:** Create and maintain quality standards, procedures and processes for all operational activities impacting the quality of the product. Review blueprints and/or 3D models to compare to planning and production documentation. Validate processes. Train the production team on quality control measures to improve product excellence.
- **Quality Control:** Support Quality Control Inspector. Record inspection results by completing reports, summarizing reworks and inputting data into quality database.
- **Production support:** Support production with any engineering, quality control, or product/manufacturing tasks as required. Propose improvements to the production process. May be required to operate production equipment (e.g., laser). Collaborate with production supervisors to lead projects.
- **Process Engineering:** Support Planner/Expeditor. Develop job traveler routings and ensure material requirements are defined and available.
- **MRB:** Serve as a member the Materials Review Board (MRB), support repair and corrective action activities to ensure that customer quality requirements are met.
- **CRB:** Participate in the CRB process, ensure manufacturing documentation and processes are updated and communicated when product changes occur after orders are launched. Support the CRB activities (e.g., work order re-creation, traveler retrieval) as needed.
- **LEAN:** Participates in 5S, 8 wastes, lean manufacturing initiatives, continual improvement, and cost reduction activities.
- **Safety:** Work & support per M&F's safety policies
- **QMS:** Support M&F's quality policy and the Quality Management System.



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## EDUCATION/PHYSICAL REQUIREMENTS/SKILLS

Minimum 5 years' experience as an engineer.

- Basic knowledge with Microsoft Office Tools such as Excel, Word, and PowerPoint.
- Familiarity with ISO 9001/AS9100.
- Experience with an ERP/MRP system and CAD/CAM software, preferably MasterCam or Solidworks.
- Experience with using hand & CMM measurement tools.

## PERFORMANCE EXPECTATIONS

- "Can Do" attitude
- Thorough and Accurate
- Team Player
- Passion for machinery manufacturing
- Maximize personal and team production throughput
- Follow all company safety policies and procedures
- Participate in and promote continuous improvement

## WORKING CONDITIONS

While performing the duties of this job, the employee may be exposed to fumes and/or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud. Safety glasses and steel-toed shoes are required in production areas.

## SUGGESTED DAILY SCHEDULE

This is full-time position.

Hours of work are Monday through Friday, 7:00 a.m. to 3:30 p.m., 40 hours per week. Schedule can be adjusted with management approval.

Overtime may be required occasionally.

## ACKNOWLEDGMENT

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by M&F. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

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EMPLOYEE

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DATE