



"Inspire and empower people to create innovative product solutions that revolutionize the industry"

Position: Manufacturing Engineer (Level I / II / III / Sr.)
Reports To: Engineering Manager or Supervisor

Status: Exempt
Approval Date: 4/26/19
Last Revised: 6/20/2020

Position Summary

The primary role of the Manufacturing Engineer is to provide support, guidance, and leadership to production operations by working to continuously improve safety, quality, delivery, process efficiency, and the flow of information and materials. This includes, but is not limited to: the evaluation of procedures, processes, products, cell, or equipment capacity and capability, layouts, and equipment. They work closely with many other departments to create, revise, maintain, and improve both production and administrative systems across the company. The Manufacturing Engineer may also serve as a technical resource or subject matter expert in their assigned area.

Steffes Core Values

Trust: We promote growth and long-term success by making wise decisions with trust as an essential component.

Respect: We unleash creative talents of our diverse workforce by treating each other the way we would like to be treated.

Teamwork: We believe people achieve much more by working together.

Integrity: We follow through and keep our word while being open, honest, ethical, and fair.

Safety: We view our co-workers as family members of our business and strive to ensure safety for all.

Humility: We recognize and appreciate strengths and contributions beyond one's self. We are modest, genuine, and authentic.

Key Responsibilities

1. Leads safety, quality, cost, and delivery improvement projects including project definition, selection, implementation, and reporting. Provides advice, compiles data, and estimates costs and results of improvement projects.
2. Participate in and/or facilitate LEAN events such as Kaizens, A3 projects, Value Stream Mapping, and 5S events.
3. Investigates, evaluates, and recommends changes to manufacturing processes and procedures, equipment, layout, and material handling methods.
4. May design production fixtures, devices, and tools.
5. Document, create, evaluate, and maintain standard work instructions for production and administrative processes.
6. Responsible for monitoring and understanding of current capacity and capacity constraints of assigned areas.
7. May have responsibility for, or participate in, production scheduling for assigned areas.
8. Completes time and motion analysis studies.
9. May create and maintain CNC programs (laser, brake, mills, lathes, robots, etc.)
10. Ensures ongoing effectiveness of Total Productive Maintenance (TPM) to maximize production availability of machines and minimize unplanned downtime.
11. Responsible for reviewing and processing Engineer Change Orders (ECOs) on the manufacturing side. This may include design, drawings, and specification reviews as well as FMEA's, PPAP's, ISIR's.
12. Ensures appropriate internal and customer documentation requirements are satisfied.
13. Participates in the establishment of quality specifications and standards.
14. May determine testing and inspection procedures.
15. Responsible for the root cause analysis and implementing a corrective action in response to nonconformance reports.
16. Maintain a positive work atmosphere by acting and communicating in collaborative manner with customers, suppliers, co-workers, and management.
17. Helps company meet its Strategic, Quality and Safety objectives.
18. Other duties may be assigned.

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Engineering Levels:

Engineer I	
Years of Experience	0-3 years *
Performance/Duties	Applies basic engineering techniques for entry-level assignments with review and guidance from a higher level.
Education	B.S. in Engineering or equivalent or qualified years of experienced

Engineer II	
Years of Experience	3-6 years *
Performance/Duties	Applies standard engineering methods and techniques to solve problems; moderate guidance and direction is provided, and work is normally reviewed from a high level.
Education	B.S. in Engineering or equivalent or qualified years of experienced

Engineer III	
Years of Experience	5-7 years
Performance/Duties	Applies a broad range of engineering skills and techniques, leads projects, and provides direction to lower level engineers.
Education	B.S. in Engineering Required
Recommendation	At least 2 recommendations must be submitted and approved as well as review of past evaluations by the ERC.

Senior Engineer	
Years of Experience	+7 years
Performance/Duties	Applies developed engineering skills and techniques, manages multiple projects, provides leadership and technical support to co-workers and operates with broad authority for decisions affected assigned functions.
Education	B.S. in Engineering Required
Recommendation	At least 4 recommendations must be submitted and approved as well as review of past evaluations by the ERC.

* ERC - Engineering Review Committee	
Co-Presidents	VP of Manufacturing Excellence
Engineering Manager	Engineering Supervisors - Location Specific
HR	Designated Product Manager

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Core Expectations

Customer Service - Demonstrate excellent customer service and display a positive attitude and behavior consistent with the Steffes Code of Conduct and Core Values.

Quality - Actively support and participate in Quality Improvement.

- Take immediate action in unsafe situations.
- Adhere to all safety standards; thus, promoting safe practices to ensure a safe environment.

Conduct - Demonstrate and support the Steffes Code of Conduct.

Policies and Procedures - Demonstrate and support Steffes Policies and Procedures by:

- Using tact, sound judgement, and maintaining a professional attitude in communication and relationships with others.
- Striving to deliver the best quality in daily work.
- Promoting a positive image of Steffes and its products.
- Being timely and punctual in attendance and following all policies and procedures.

Job Requirements/Qualifications

- Levels I & II – Bachelor of Science in Engineering discipline or equivalent, and/or qualified years of experience; Mechanical, Industrial, or Manufacturing Engineering preferred.
 - Levels III & Sr. – Bachelor of Science required; Mechanical, Industrial, or Manufacturing Engineering preferred.
 - Intermediate computer knowledge (Windows, email, internet, etc.).
 - Microsoft Word – Advanced
 - Microsoft Excel – Advanced
 - Microsoft PowerPoint – Intermediate
 - Microsoft Outlook - Basic
 - Intermediate 2D (AutoCAD) and/or 3D CAD (PTC Creo, Solidworks) experience, preferred.
 - Advanced Math Skills.
 - Communication skills (Develop written communications requiring grammar skills; Interact with customers or suppliers on an explanatory basis; Interact with groups of people and co-workers; Use of telephones, public address system, and oral communication).
- OR-
- An acceptable combination of education and experience.

Physical Demands of Position

- This position requires walking, sitting or standing to a significant degree.
- Must have the ability to lift 70 pounds from floor to waist, carry 50 pounds, and push and/or pull up to 100 pounds.
- Must have the ability to climb ladders and/or stairs.
- Stooping, crouching, kneeling and bending.
- Handling, feeling, and gripping would be required for some activities.
- Visual acuity is required to inspect work completed.
- This role may be subject to internal and external environmental conditions.

Acknowledgement

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. I acknowledge that I understand the information contained in this document and can perform the essential functions of this job without accommodations. I also acknowledge that employment with Steffes Solutions LLC is at-will and not for a specific period of time and can be terminated at any time, with or without cause or notice, by Steffes Solutions LLC.

Employee Signature: _____ Printed Name: _____ Date: _____

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