



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

Position: Engineering Supervisor
Reports To: Engineering Manager

Status: Exempt
Approval Date: 4/26/19
Last Revised: 4/29/19

Position Summary

The primary role of the Engineering Supervisor is to coordinate and direct work within the engineering group. They will lead, coach, and develop the team. This position will develop and promote departmental policies and procedures, as well as assist with departmental HR functions. This is a working supervisor role and is in addition to the standard Manufacturing or Product Engineer role (see addendum). The Engineering Supervisor may also serve as a technical resource or subject matter expert in their assigned areas.

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. Directing and assigning work within the Engineering group. This includes working with team members, Engineering Managers, Operations Managers, and Product Managers to prioritize work, establish timelines, create budgets, and create project plans.
2. Reports on group metrics, project plans, and other key information to upper management.
3. Works closely with the Engineering Manager on creating and promoting departmental policies and procedures.
4. Responsible for interviewing, hiring, and training employees, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.
5. Promotes teamwork with customers, suppliers, and all internal departments.
6. Oversee the response to Corrective Action Reports (CARs) that report quality non-conformances.
7. Maintain a positive work atmosphere by acting and communicating in collaborative manner with customers, suppliers, co-workers, and management.
8. Support and help develop their team with professional development short and long term goals.
9. Helps company meet its Strategic, Quality and Safety objectives.
10. Other duties may be assigned.

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.

REV	DATE	REVISER	APPROVER	DESCRIPTION
2	10/5/2020	BSickler	KHeidt	Updated Key Responsibilities



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- Promoting a positive image of Steffes and its products.
- Being timely and punctual in attendance and following all policies and procedures.

Job Requirements/Qualifications

- Bachelor’s Degree in Engineering; Mechanical, Industrial, or Manufacturing Engineering preferred
- 3+ years of related work experience
- Intermediate computer knowledge (Windows, email, internet, etc.)
- MS Word-Advanced; MS Excel-Advanced; MS PowerPoint-Intermediate; MS Outlook-Intermediate
- Intermediate 2D (AutoCAD) and/or 3D CAD (PTC Creo, SolidWorks) experience, preferred
- Advanced Math Skills
- Advanced 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: _____

REV	DATE	REVISER	APPROVER	DESCRIPTION
2	10/5/2020	BSickler	KHeidt	Updated Key Responsibilities



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Manufacturing Engineer Addendum

Primary Job Functions applicable to leading a Manufacturing Engineering Group

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. Participates in and/or facilitates 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 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. Participate in the Product Realization Process. This may include design, drawing, and specification reviews, as well as FMEA's, PPAP's, and ISIR's.
12. Communicate needed changes to Engineering and participate in the ECO process.
13. Ensures appropriate internal and customer documentation requirements are satisfied.
14. Participates in the establishment of quality specifications and standards.
15. May determine testing and inspection procedures.
16. Responsible for root cause analysis and implementing a corrective action in response to nonconformance reports.

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Product Engineer Addendum

Primary Job Functions applicable to leading a Product Engineering Group

1. Responsibilities include design, development, implementation, and analysis of products and systems.
2. Responsible for documenting and maintaining findings of product testing against established criteria to ensure all new and existing product materials are within requirements.
3. Prepares estimates of development and product costs and develop bill of materials for new and existing products.
4. Manages engineering changes through the ECO process.
5. Assists in vendor site inspections to investigate abilities of key vendors to meet quality requirements, specifications, and delivery dates, as needed.
6. Assists in establishing and maintaining quality assurance procedures to ensure testing, purchasing, and receiving are consistent with product specifications.
7. Assists in handling sales and technical field calls, trouble shooting, warranties, and servicing, as needed.
8. Participate in the Product Realization Process. This may include design, drawing, and specification reviews as well as FMEA's, as needed.

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