



## Job Description

**Job Title:** Process Engineer  
**Reports To:** Production Manager  
**Status:** Exempt

### SUMMARY

Support all manufacturing equipment, provide hands-on shop floor support, and Performs OJT as required for the production personnel. Assist Manufacturing Engineers in improving yield and quality, driving material cost reduction and increased efficiency in all areas of manufacturing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

#### *Production floor responsibilities:*

- Order and verify SMT stencil meets fiducial and aperture requirements
- Provides hands-on shop floor support
- Performs OJT as required for the production personnel
- Program SMT machine to place components according to IPC A 610 Class III standards
- Program AOI machine to inspect to IPC A 610 Class III standards
- Program Selective Solder machine to solder TH components according to IPC Class III standards
- Program Conformal Coating machine to apply coating according to customer specifications
- Confers with management regarding manufacturing capabilities, production schedules and other considerations to facilitate production processes
- Program Screen printer to print solder on PCB
- Optimize and maintain reflow profiles and reports for each new board assembly
- Mentor Operator personnel and direct towards achievement of all business and department goals
- Inspect printing and component placement and ensure proper corrections are acknowledged and performed
- Maintain all documentation necessary

#### *Process improvement activities:*

- Assist Manufacturing Engineers with continuous product manufacturability improvements including Corrective Action and Six-Sigma and/or other problem solving methodologies
- Utilization of X-ray inspection and optical inspection systems and scopes for process verification.
- Use SPC defect data and operator feed-back to identify processes improvement opportunities
- Actively participates in CAR (corrective action) teams in order to ensure a proper resolution to production issues that resulted in non-conforming product
- Identify methods to increase throughput and maintain downstream expected quality levels

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- Associate's degree (A. A.) or equivalent from two-year College or technical school, three to five years related experience or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs
- Able to use and apply learning curves.

## **REASONING ABILITY**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations.

## **OTHER SKILLS AND ABILITIES**

- Ability to work with others in a team environment
- Ability to accept direction from superiors
- Ability to follow work rules and procedures
- Ability to accept constructive criticism
- Detailed knowledge of component package styles and their relationship to manufacturing processes
- Thorough understanding of PCB's and component level manufacturing
- Effectively communicates with job contacts in a positive manner, maintaining appropriate confidentiality
- Computer skills - data input & retrieval, word processing, spreadsheets (Excel), flow charting, etc.
- Ability to easily learn new software applications (equipment programming and operation software, MRP system (Visual Manufacturing, etc.)

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust.

**This position may require exposure to information which is subject to US export control regulations, i.e. the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR). All applicants must be U.S. persons within the meaning of U.S. regulations.**