

Job Details	Job Title	Process/Mechanical Engineer	Department	Engineering
	Exemption Status	Non-Exempt	Report to	President
Job Summary	<p>Improve efficiencies of processes, methods and procedures related to services equipment, assembly and new product integration</p> <p>Overview: This is a great opportunity to help drive a small successful, family-owned organization to bigger things in a collaborative environment. You will be working with an experienced group of adhesive manufacturers and your technical skills and knowledge will be leveraged to create growth and innovation.</p>			

Duties & Responsibilities
<ul style="list-style-type: none"> • Support of the manufacturing operations with a goal of increasing productivity and decreasing downtime and waste • Ability to design process; understand machine specs write machine acceptance criteria • Communicate with management on key capex, budget and other enhancements to increase productivity/capacity/capability to support sales • Enhance line speed, throughput, efficiency and quality throughout the manufacturing floor • Adhere to all quality assurance program related to maintenance • Perform data analysis for different departments: write experience reports detailing experimental design results and conclusions • Communicate findings and plan repairs for review • Knowledge of OSHA and general safety compliance standards • Communicate with maintenance team regarding design and retrofit of machinery • Enforces and adheres to company policies, rules, safety practices and regulations • Follow all company safety practices and maintain a clean work area to ensure a safe work environment • Update SOPS for products as needed • Perform other duties and responsibilities as assigned and assist with production

Education and/or Experience
<ul style="list-style-type: none"> • BS in Mechanical or Industrial Engineering • Graduate degree preferred • Must be detailed oriented with strong organizational skills • Six sigma certification desirable
Physical Requirement/Work Environment
<ul style="list-style-type: none"> • Prolonged standing or in a stationary position • Must be able to ascend/descend stairs or ladders • Ability to work around dust, chemicals, and other substances, and various environmental conditions • Wear all required PPE when necessary • Salaried position which will require occasional weekend/off-hours work • Note this is a hands on role

Required Competencies	Minimum Competency Level (*)
Physical Demand <i>Ability to move or transfer products with forklift. The employee is regularly required to stand, walk and reach with hands and arms.</i>	2
Quality Management <i>Ability to manage the quality of work and product to meet internal and external standards.</i>	1
Reasoning Ability <i>Ability to define problems, collect data, establish facts and draw valid conclusions.</i>	1
Operation Monitoring <i>Ability to watch indicators to make sure a machine is working properly</i>	2
Active learning <i>Ability to participate or interact with the learning process, as opposed to passively taking in the information to facilitate both current and future problem-solving</i>	1
Mechanical Knowledge. <i>Knowledge of machines and tools, including their designs, uses, repair, and maintenance.</i>	1
Time Management <i>The self-discipline required to be punctual and the ability to manage time to complete their task efficiently</i>	2
Teamwork <i>Ability to work together and to produce a quality product and maintain a safe workplace</i>	1
Competency Level (*)	
<p>0: The individual does not possess a competency but demonstrated the willingness & capability to learn the required competency through formal and informal development, on the job and elsewhere. The result will be that they apply their skills under assistance or frequent supervision.</p> <p>1: The individual demonstrated limited experience of a competency and is currently growing their competency through formal and informal development, on the job and elsewhere. The result will be that they apply their increased skills without assistance or frequent supervision.</p> <p>2: The individual demonstrates a working or functional competency level which enables the competency to be exercised effectively (has working or functional command of the competency) with the opportunity for ongoing development.</p> <p>3: The individual consistently demonstrates complete capability and is recognized as an authority or master performer in exercising the competency.</p>	