



---

## Summary

Job Title  
Process Engineer

Department  
Fabrication

The **Process Engineer** position is responsible for the timely release of various manufacturing documents to generate material demand, and manpower and machining center requirements. The Process Engineer works with other departments to ensure both technical and customer requirements are being accurately captured, communicated and executed in production. He will assist with the planning, scheduling, and monitoring the movement of material through the production cycle. He will also coordinate the movement of materials through production with the purchasing department.

**Reports To:** Production Manager

### Responsibilities & Authorities:

- Assists in the development of production schedules that support customer required lead times.
- Engages with and provides exceptional customer service to vendors and customers.
- Proactively evaluates supplier capacity, internal production capacity, and lead-times based on customer demand and sales forecasts.
- Successfully negotiates favorable product/component pricing and terms with suppliers to maximize gross margin and cash flow without sacrificing product quality.
- Works closely with Sales and Accounting to plan for projected sales volumes and cash flow needs.
- Sets up quote/estimate worksheets for incoming RFQ's.
- Manages parts production process and setup, to include planning for availability of needed resources, and assisting in the development of production schedules.
- Coordinates with QA and Sales to capture any released drawing revisions in both production and development programs and make any necessary changes to any active Work Orders.
- Works with Purchasing to acquire all necessary materials to complete jobs on time.
- Performs additional duties as assigned.

---

## Key Responsibilities

### RESULTS

---

<b>Safety &amp; Organization</b>	<b>36%</b>
<ul style="list-style-type: none"> <li>• Follows and complies with all safety and company work rules and regulations, including drug and alcohol testing policies.</li> <li>• Maintains safe work habits and adheres to correct use of proper personal protective equipment.</li> <li>• Maintains an awareness of safety sensitive work and surroundings. Responsible to identify potential and actual hazards and mitigate damage to persons and property.</li> <li>• Organizes all tools, supplies, and equipment for easy accessibility to maximize efficiency.</li> <li>• Identifies the most efficient way to safely complete assigned tasks according to team productions schedule.</li> <li>• Responsible to maintain detailed descriptions and appropriately track time &amp; attendance in applicable software.</li> <li>• Adheres to attendance requirements and time-off request notices.</li> </ul>	
<b>Quality</b>	<b>34%</b>
<ul style="list-style-type: none"> <li>• Works efficiently and independently with minimal supervision within defined quality standards to ensure timely completion of projects.</li> <li>• Proactively identifies defects within our system to minimize waist.</li> <li>• Ensures that all documents are completed as accurate as possible.</li> <li>• Seeks out opportunities to build new skills. Develops good work habits to ensure a high quality of work is accomplished.</li> <li>• Identifies opportunities for process improvement and cost reduction in company's manufacturing, purchasing, and inventory management processes.</li> <li>• Assists in production of SOPs and other beneficial process mapping.</li> <li>• Leads and/or participates in the successful implementation of identified process improvements initiatives.</li> <li>• Addresses product, part, or components quality issues with suppliers and shipping companies, and takes corrective action to resolve issues.</li> </ul>	
<b>Technical &amp; Systems Knowledge</b>	<b>30%</b>
<ul style="list-style-type: none"> <li>• Seeks out and uses technical resources in the appropriate format.</li> <li>• Effectively and proficiently uses computer-based and online software and systems daily.</li> <li>• Manages manufacturing orders from initial estimates through approval and execution, while maintaining current Fishbowl data to allow for accurate cost reporting and sales projections.</li> <li>• Effectively and proficiently uses Buildbook and Fishbowl to communicate project needs with other team members, maintains relevant compliance data, and monitors task completions.</li> <li>• Effectively and proficiently works in Fishbowl creating parts, BOM's, and Work Orders.</li> <li>• Effectively and proficiently navigates Aircorps' online and physical libraries to access part drawings, manuals, and other resources.</li> <li>• Proficiency with Microsoft Word and Excel, Fishbowl, Harvest, Buildbook, and Google Drive.</li> </ul>	
<b>Total</b>	<b>100%</b>
<b>CORE VALUES</b>	
<b>Teamwork</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Places the importance of the team's common goals above their individual achievement</li> <li>• Contributes to an environment of free flowing communication that helps us collaborate</li> <li>• Works well with others and supports the people on their team</li> </ul>	
<b>Integrity</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Does the right thing, even when no one is looking</li> <li>• Honors commitments and accepts responsibility for their actions</li> <li>• Demonstrates personal accountability to co-workers by fulfilling their role on the team</li> </ul>	

Excitement	20%
<ul style="list-style-type: none"> <li>• Displays energy, passion, and enthusiasm for their work</li> <li>• Shows a strong desire to learn new things and improve their professional skill set</li> <li>• Seeks out and uses new technology or ideas to improve the effectiveness of their work</li> </ul>	
Stewardship	20%
<ul style="list-style-type: none"> <li>• Embraces a responsibility to preserve history, honor veterans, and serve our community</li> <li>• Completes work in a responsive manner to ensure our customers receive reliable and dependable services</li> <li>• Focuses on customer-oriented actions that will build strong, long-term relationships</li> </ul>	
Quality	20%
<ul style="list-style-type: none"> <li>• Does their part to maintain world class craftsmanship and service for our customers</li> <li>• Does not cut corners or take shortcuts; completes the job right the first time</li> <li>• Takes pride in their work and holds themselves to a very high standard of performance</li> </ul>	
Total	100%

---

## Requirements

### Qualifications:

- Be able to read, write, and speak English clearly.
- Excellent oral communication skills.
- Strong organizational and planning skills.
- Ability to read and interpret structural and mechanical drawings.
- Ability to analyze and interpret technical procedures for planning functions.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift and pull objects weighing up to 30 pounds at a time.