

JOB DESCRIPTION

Job Title: Part Application Engineer
Department: Engineering
Reports To: Engineering Manager
FLSA Class: Non-Exempt
Pay Type: Hourly

I have received my job description and understand that I will be evaluated on the requirements set forth therein.

Signature: _____

Date: _____

SUMMARY

Part Application Engineering establishes, consolidates and utilizes part and product information to determine the requirements to be met by J&B and J&B suppliers to manufacture, purchase, inspect and/or supply customer parts and components; using this information, to apply and create the necessary records, documents, forms, prints, etc. Quote manufactured jobs and engineering method of manufactured goods.

ESSENTIAL DUTIES AND RESPONSIBILITIES (includes the following, however, other duties may apply.)

- Monitor and maintain new Sales and Engineering projects and processes.
- Enter and maintain data for new and old part information within the ERP system by establishing and creating part numbers and part information (sales, purchasing and manufacturing data, etc.).
- Analyze part prints, customer requirements and established standards to determine the inspection criteria for inspection reports, as well as information utilized on purchasing and manufacturing documents.
- Determine possible issues or concerns that may arise during the manufacturing process and formulate preventive actions to assist in the expeditious transition of new projects to sampling and production stages.
- Create and maintain company documents and document templates (i.e. inspection reports, forms, checklists, etc.).
- Control and audit Engineering and Quality Assurance documents within the ERP system.
- Drafting: Produce CAD models and Qualified Prints to represent the desired objectives for specific projects while conferring with the Senior Engineer and/or the Engineering Manager to establish the project details.
- Utilize precision measuring instruments and tools (micrometer, caliper, CMM, etc.) to accurately gather data for the development of documented items.
- Verify accuracy and proper application of Geometric Dimensioning & Tolerances on prints and inspection documents.
- Determine, if any, the required inspection tools and gages needed to verify specific requirements of manufactured or purchased parts; and procure as necessary.
- Conduct maintenance on the Quality Assurance gage database as needed as well as assisting the Quality department personnel with the database when necessary.
- Assist the Quality and/or Manufacturing Departments as needed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

- To perform this job an individual must be able to perform each essential duty satisfactorily
- Excellent conceptual and organization skills
- Strong attention to detail
- Exceptional computer skills including Microsoft Office, Outlook, Excel, Access, Adobe, etc.

EDUCATION and/or EXPERIENCE

- Postsecondary education in Drafting Design (or equivalent) including Computer Aided Drafting and/or two years' experience utilizing CAD software, preferably Solidworks
- Experience in Industrial and Mechanical fields
- Quality Inspection experience
- Knowledgeable in reading manufacturing prints

LANGUAGE SKILLS

Effectively communicate with clients and fellow employees both verbally and written in the English language. Must be able to write in a professional/business manner.

MATHEMATICAL SKILLS

Ability to perform basic and complex geometric mathematical computations. Ability to apply concepts such as fractions, percentages, ratios and proportions to complex and practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Excellent organizational, multi-tasking and prioritizing skills. Communicate honestly and provide solutions to problems in a timely fashion.

PHYSICAL DEMANDS

While performing the duties of the job, the employee is regularly required to stand for an extended amount of time, walk and reach with hands and arms. Able to lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

MENTAL WORK DEMANDS

Regular and on-time attendance. Hours regularly exceed 40 hours per week. Occasional travel by conventional means including aircraft and motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.