

JOB TITLE: Process Engineer II

DEPARTMENT: Operations
REPORTS TO: Sr. Director, Manufacturing Operations/MFG-ENG Supervisor
FLSA: Exempt
JOB GRADE: 17

SUMMARY:

The qualified candidate will be responsible for developing and releasing to manufacturing, high quality BOM structures as well as cost effective processes and methodologies to ensure that the product produced by manufacturing will consistently meet the customer's specifications as defined in the Application Deployment Requirements (ADR) document. The candidate will be responsible for multi-tasking and providing both new product introduction and sustaining engineering support across multiple product lines and customers with varying requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, release, and maintain work instructions for manufacturing processes.
- Design, release, and integrate in-house labeling requirements into the process.
- Provide / fabricate / purchase tools and materials in support of manufacturing processes.
- Create prototype BOM and work with process development material to prove out process methodologies, validate BOM structures, and develop work instructions.
- Analyze labor requirements with focus on opportunities to reduce cycle time and cost.
- Develop and deploy efficient processes and controls that will also ensure that all critical to quality data is captured.
- As required, provide training to manufacturing for all work instructions and the proper use of tools and fixtures.
- Initiate, review, and implement ECO's for UEI & Contract Mfg.
- Track and ensure that all tools that require calibration are in compliance
- Perform mechanical rework in support of engineering change orders.
- Create and deploy solutions that ensure corporate compliance to ISO standards (ex TL9000, ISO9001, IS14000, ISO 27001, etc.)
- Perform root cause analysis of manufacturing process failures and implement closed loop corrective actions in support of improving product yields
- Ensure final products meet requirements specifications and BOM
- Provide final approval for the release of a product to General Availability.
- Learns about Company's business as appropriate.
- Shows up to work on time and attends work as scheduled.
- All other duties as requested by supervisor or department head.

COMPETENCY 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. If an

employee does not meet the required competency level in any area, a required development training plan will be implemented.

Job-Specific Competencies:

(Education and/or years of experience; technical and/or analytical; software or applications; department and/or position specific; internal or external certifications required)

- BS degree in a technical field or equivalent experience
- 3 - 5 years experience in Manufacturing Engineering environment
- Knowledge and support of UNICOM ECO processes and requirements.
- Ability to evaluate, document and educate assembly personnel on manufacturing work instructions, processes, and process control plans.
- Strong working knowledge of LEAN tools and techniques
- In depth knowledge of BOM structures, generation of ECOs and how to support ISO compliance
- Requires in depth knowledge about the companies products and services.
- Requires a strong working knowledge of Microsoft Office tools
- Working knowledge of Oracle Agile PLM tool is highly desirable
- Ability to follow all applicable Business Management System (BMS) processes.

Management Competencies:

(Management experience required)

- N/A

Core Competencies:

(Other core requirements including communication, presentation, language, math, and reasoning skills)

- Ability to read, write and speak English.
- Ability to compose reports and correspondence.
- Excellent written and verbal communication skills.
- Knowledge of basic addition, subtraction, division and multiplication of numbers is required.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Know and follow established company core values.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; to sit, stand, walk; and to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- Lifting Requirement: 50 pounds
- Lifting Limitations: 50 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is above normal.