Micro Stamping Corp.
Job Description

JOB TITLE: Manufacturing Engineer Co-Op
DEPARTMENT: Engineering
REPORTS TO: Method and Engineering Manager
FLSA STATUS: Exempt
REVISION DATE: 12/9/08

POSITION SUMMARY:
Assists the Engineering and technical staff in continuous improvement activities, design and development and process engineering.

ESSENTIAL JOB FUNCTIONS:
• Assists in process validation and preventative maintenance.
• Assists Engineering in FMEA, DOE, SPC analysis and uses other quality tools to fulfill customer requirements and manufacturing initiatives.
• Assists Engineering and technical staff in research and development activities in terms of process implementation and validation of processes/products, process improvement and metrics.
• Writes, update and edits detailed work instructions documents for manufacturing and related areas. Assists the technical staff in training personnel in these instructions and other technical process controls.
• Assist Engineering and technical staff in conducting engineering studies and analyzing data.
• Maps work flow(s) and develop process control plans.
• Assists Engineering and technical staff in developing and conducting cost reduction and quality improvement projects.
• Assists Engineering and technical staff in developing and submitting validation packages for customer approval of new parts, design modifications and / or process changes.

JOB QUALIFICATION REQUIREMENTS:

Supervisory Responsibilities
This job has no supervisory responsibilities.

Competencies
No competency or factor selected.

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
High school diploma or general education degree (GED); or one to three months related experience and/or training; 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 work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**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.

**Computer Skills**

**Certificates, Licenses, Registrations**

**Other Skills and Abilities**

**Other Qualifications**

**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 talk or hear. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and color vision.

**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.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually loud.