



**TITLE: Engineer**  
**DATE: June 3, 2010**

**LOCATION/DEPARTMENT: Victoria/Operations**  
**CLASSIFICATION: Exempt**

---

**ORGANIZATIONAL RELATIONSHIPS:**

**Reports to: Operations Manager**

**Works closely with:**

1. Cell Team
2. CAD
3. Quality
4. Purchasing
5. Test
6. Customer Service
7. Manufacturing
8. Sales
9. Customers

**GENERAL FUNCTION**

Working in context with both an intact engineering team and several cross-functional teams, will have responsibilities and opportunities in these areas:

- Supporting current customer base by maintaining and improving existing products and processes through closure of non-conforming materials issues, complaint resolutions, product line process support, design improvements, and cost reductions.
- Participating in the new product development process to help ensure the smooth transition of new products from project team environment to the product line manufacturing environment.
- Supporting new processes developed for evolving technologies that will be used in next generation products.
- Responsible for documentation such as drawings, procedures, layouts, bills of material, engineering change orders (ECOs), etc., as defined in HEI procedures, and other items as defined by direct supervisor.
- Performs engineering studies and recommends solutions to engineering issues.
- Transitions designs into manufacturing. Recommends and implements solutions to engineering issues. Applies practical knowledge of Design for Manufacturing principles. Utilizes Design of Experiments to solve design and process problems. Makes effective technical decisions in a timely manner. May be responsible for preparing a manufacturing quarterly plan and pre-production quality assurance plans.

**PRIMARY DUTIES & RESPONSIBILITIES:**

- Writes coherent, readable reports on findings, including data received from experimentation, calculation, and design.
- Works with customers, CAD, Quality, Procurement, Test and the rest of the Cell Team to ensure timely delivery and quality of product to the customer
- Provides technical support to the manufacturing floor

- Provides timely and accurate information to the quote process
- Will lead process improvement and continuous improvement activities as required.
  - Creates BOMs and routers within the MRP system
  - Orients/trains Production Associates and Technical Support Technicians.
  - Completes paperwork such as plans, reports, costs analyses, BOMs assign part numbers; releases parts into ERP, procedures, material specifications, and engineering change orders per HEI procedures.
  - Understands, follows and helps enforce HEI's Good Manufacturing Practices and pre-production quality assurance.
  - Improve existing manufacturing processes and develop new ones.
  - Generate and execute engineering changes.
  - Support the production floor.
  - Support new product development into manufacturing.
  - Effect product design changes.
  - Work with the materials team on vendor issues.

### **QUALIFICATIONS AND SKILLS:**

- Excellent verbal and written communication skills
- Strong applied engineering skills which can be leveraged in the creation of manufacturing
- Programming knowledge
- Strong problem solving skills
- Strong organizational and project management skills
- Reviews customer specifications and initiates documentation necessary to produce product to the customers specifications
- Uses manufacturing tools (Gage R&R, cpk studies and design of experiments)

### **BACKGROUND & EDUCATION:**

- BS in Engineering, preferably Electrical Engineering
- Three or more years experience in manufacturing, preferably microelectronics
- Ability to read and follow instructions, schematics, prints, and procedures as appropriate.
- Ability to work with multi-skilled teams.
- A high level of problem solving ability, achievement drive, innovation, and communication skills
- EE CAD or ME CAD experience.
- *Special Consideration – Local travel is expected for on-site visits. Some overnight travel possible up to 10 percent*

### **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.

1. While performing the duties of this job, the employee is frequently required to sit at a computer.
2. Employee will be required to frequently use a keyboard and computer mouse.
3. The employee must occasionally lift or carry up to 10 pounds.
4. The employee must be able to do simple and firm grasping with left and right hands.

### **WORK ENVIRONMENT:**

1. Office
2. Minimal noise level