

Pay: From \$80,000.00 per year

Job Description:

Title: New Model Engineer

Department:

Engineering

Supervises:

0 Direct, 0 Indirect

Reports to:

New Model Manager

FLSA Status:

Exempt

Position Summary: The purpose of this position is to determine the feasibility of designing processes, tooling and machinery considering cost, time, planning and technical/economic factors and then to design the tooling and machinery utilizing engineering design principles and CAD software.

Technical Skill Requirements:

1. AS Degree in Mechanical Engineering or Mechanical Engineering Technology or equivalent professional experience
2. 2 – 4 years of professional experience in CAD design or a mechanical engineering position
3. Excellent understanding of geometric concepts and figures
4. Excellent understanding and knowledge of machinery in the production department
5. Ability to visualize objects in 2-D and 3-D views
6. Ability to use CAD software to design products (CATIA preferred)
7. Excellent computer/PC skills
8. Excellent communications skills
9. Outstanding attention to detail and accuracy

10. Ability to multi-task and plan projects

Performance Skill Requirements:

- **Attention to Detail:** Able to follow detailed procedures and ensures accuracy in documentation and data; carefully monitors processes; concentrates on details and organizes and maintains a system of records.
- **Innovation:** Able to challenge conventional practices; adapts established methods for new uses; pursues ongoing systemic improvements; plays with concepts and ideas to create novel solutions to problems
- **Customer Focus:** Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs
- **Initiative:** Able to bring about great results through self motivation; prepares for problems or opportunities in advance; undertakes additional responsibilities and responds to situations without prompting.
- **Planning:** Able to manage multiple projects; determines project urgency in a meaningful and practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks

Other Key Competencies:

- **Communication:** Able to clearly present information through the spoken or written word; reads and interprets complex information; talks with customers or clients; listens well
- **Problem Solving:** Able to apply systems thinking to generate solutions; focuses on process rather than isolated events; obtains multiple assessments of a situation and identifies trouble spots; evaluates alternative solutions.
- **Quality:** Able to maintain high standards despite pressing deadlines; establishes high standards and measures; does work right the first time; tests new methods thoroughly; reinforces excellence as a fundamental priority

Essential Duties and Responsibilities

1. Support Production

- a. Work on enhancements of tooling and machinery
- b. Interface with external vendors on tooling development

2. Prepare time schedules for design projects
 - a. Maintain drawing lead times and update schedule
3. Create design drawings and documentation
 - a. Confirm specifications with customer
 - b. Negotiate changes with customer, as needed
 - c. Develop problem follow-up sheets
4. Conduct design review meetings
 - a. Discuss design concepts
 - b. Discuss design concerns and changes and attain approval
 - c. Meet with managers and executives to discuss projects
5. Evaluation of designed part/product
 - a. Inspect part quality & appearance
 - b. Run part trials/HVPT
 - c. Prepare customer part orders for inspection and shipment
 - d. Inspect the part at customer build events

Other Duties and Responsibilities

1. Other projects and duties, as assigned

Supervisory Responsibilities

This position has no direct supervisory responsibilities.

Job Complexity

Work requires substantial judgment and analytic ability requiring somewhat complex calculations, organizing information for reports and solving minor problems.

Supervision Received

Receives moderate supervision; objectives or goals are established in advance, but little in the way of a course of action is generally specified or recommended

Frequency of Independent Judgment Exercised

Occasionally

Position's Type of Job Tasks

Performs moderately complex tasks requiring moderate knowledge of department's work

Environment and Conditions

The incumbent spends approximately 15-50% of his/her time developing and maintaining business contacts within the organization and 15-50% of his/her time with external contacts. The purpose of these contacts is to confirm costing & lead times, to discuss design concepts, changes & concerns, to gain clarification on how to design the part and to negotiate part concepts, changes & concerns.

This position works in an open office environment and on the production floor. Exposure to weather elements is not likely. Incumbents are not likely to drive a vehicle while performing job responsibilities. Incumbents spend approximately 15% sitting, 50% standing and 35% walking in the course of this position and are unlikely to lift anything greater than 10 pounds. Incumbents will use the following office machines while performing job duties: computer, printer, copier, fax, telephone, calculator and a CAD design station. Microsoft Office and CAD software will also be used.

Culture of Company:

Green Tokai's long-term success is due to an uncompromising commitment to quality in the products it manufactures, as well as meeting or exceeding the expectations of its customers. Success comes through continuous improvement in our technologies and processes, by maintaining a good quality management system, plus ensuring the continuous development of our employees occurs. Green Tokai's goal is to provide a work environment where employees can maximize their contributions and reach their full potential. This is accomplished through regular learning and career advancement opportunities, by providing a safe work environment, by providing the best technologies, by regularly stimulating our employees with new challenges, by treating all employees fairly and by promoting open and honest communication between all levels within the company.

Job Type: Full-time

Ability to Commute:

- Brookville, OH 45309 (Preferred)

Work Location: In person