



TRU-STONE TECHNOLOGIES DIVISION

## Engineering Specialist

**Department:** Sales  
**FLSA Status:** Exempt  
**Grade/Level:**  
**Work Schedule:** Monday-Friday

**Job Status:** Full Time  
**Reports To:** Business Development Manager  
**Amount of Travel Required:** Occasional  
**Positions Supervised:** None

### POSITION SUMMARY

The manufacturing engineering specialist provides an important role of smoothing the production path by making sure technical details are in order up front. The role also updates technical details of jobs in process as necessary to document improvements and so errors or omissions are not repeated on future jobs.

### ESSENTIAL FUNCTIONS

- ◆ Drawing review - Review new and repeat customer drawings to ensure all pertinent manufacturing details are called out. This may include detailing, annotating, or redrawing customer parts for clarity and detail. Maintain Drawing file index. Provide CAD/CAM information for CNC programming when required.
- ◆ Routing review and maintenance – review process routings for new and repeat jobs to make sure all required steps are included. This also includes verifying that the appropriate work centers are selected based on size and tolerance capabilities.
- ◆ BOM Review and maintenance – detail fasteners and other purchased parts to complete bills of materials for purchasing. This task may include searching and selecting sources for special hardware items required.
- ◆ Assist manufacturing with problem resolution of processes, drawing clarification and interpretation.
- ◆ Assist with resolutions of quality issues as well as improvement initiatives.
- ◆ Develop project plans as necessary for complicated projects. Monitor progress on those plans to ensure successful, on-time completion to meet customer requirements.
- ◆ Contact customers for clarification and issue resolution.
- ◆ Interaction at all levels of the organization; from top level management, to shop floor personnel, to external contacts.
- ◆ Maintain and update *Work Center Time Estimating*, *Work Center Methodology* and general engineering procedures to ensure consistent methods and practices.
- ◆ Work with quality to insure process integrity in relationship to verification of final product acceptance.
- ◆ Problem solving skills are necessary. Must possess good root-cause analysis skills and be able to implement corrective actions based on those findings.
- ◆ Supports Operational Excellence and other continuous improvement programs as needed.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- ◆ Accountability - Ability to accept responsibility and account for his/her actions.
- ◆ Accurate - Ability to perform work accurately and thoroughly.
- ◆ Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- ◆ Communication, Oral - Ability to communicate effectively with others using the spoken word.
- ◆ Communication, Written - Ability to communicate in writing clearly and concisely.
- ◆ Conceptual Thinking - Ability to think in terms of abstract ideas.
- ◆ Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- ◆ Detail Oriented - Ability to pay attention to the minute details of a project or task.
- ◆ Innovative - Ability to look beyond the standard solutions.
- ◆ Interpersonal - Ability to get along well with a variety of personalities and individuals.
- ◆ Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

### Education

Bachelor's Degree in Engineering, Drafting & Design diploma or equivalent technical experience.

### Experience

5 years related experience in a manufacturing or engineering setting.

## SKILLS & ABILITIES

### Other Requirements

- ◆ Knowledge of Mechanical drawing principles including geometric dimensioning and tolerancing.
- ◆ Understanding of production systems, and processes. This includes the ability to do production routings, work center instructions and bills of materials.
- ◆ Excellent attention to detail is required for this role.
- ◆ AutoCAD & SolidWorks proficiency.
- ◆ MS Excel, MS Word, and Adobe Acrobat proficiency
- ◆ Effective communication skills.

## PHYSICAL DEMANDS

Physical Abilities		Lift /Carry	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)

Reach Above Shoulder      O (Occasionally)  
 Climb                              O (Occasionally)  
 Crawl                              N (Not Applicable)  
 Squat or Kneel              O (Occasionally)  
 Bend                                O (Occasionally)

**Push / Pull**

12 lbs or less                    O (Occasionally)  
 13-25 lbs                        N (Not Applicable)  
 26-40 lbs                        N (Not Applicable)  
 41-100 lbs                      N (Not Applicable)

**N (Not Applicable)**      Activity is not applicable to this occupation.  
**O (Occasionally)**        Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)**            Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)**            Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Other Physical Requirements**

Vision (Near, Distance, Peripheral, Depth Perception)  
 Ability to wear Personal Protective Equipment: Steel Toe Boots, Protective Hearing and Eye wear

**WORK ENVIRONMENT**

115,000 square foot environmentally controlled manufacturing facility utilized for precision granite, ceramic, carbon fiber and other medium used in precision metrology applications to manufacturer of custom precision granite machine bases and accessories.

**Acceptance Statement**

I have carefully read, understand and accept the job description, including the qualifications, requirements and physical demands, with or without reasonable accommodation, of the position of Engineering Specialist at Starrett, Tru-Stone Technologies. I certify that I can and will perform the essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Human Resources Signature

\_\_\_\_\_  
 Date

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.