



Job Description Title: Tooling / Process Engineer

The Ulven Companies' Mission: Providing Quality Cost Effective Products with Superior Service

Position: Tooling / Process Engineer

Reports To: Engineering Manager

Purpose: The Tooling / Process Engineer supports the Ulven Forging Engineering team by developing and improving processes, tooling, and documentation for new and existing parts to achieve maximum utilization and efficiency of human, material, and machine assets.

Date: Effective 01-03-2018

Responsibility: Design, develop, revise and implement manufacturing processes and procedures, tooling and work instructions that support engineering and estimating efforts to ensure optimum costing and coordination of jobs that meet customer requirements, while achieving manufacturing cost quality and productivity goals.

Position Summary:

- Create and maintain a safe and positive work-place environment
- Design, develop and implement manufacturing processes, process control techniques, product changes, related fixture/tooling changes that drive zero defects and low product costs
- Collaborate with Ulven Forging Engineering and Manufacturing team members to define project scope, production requirements, cost targets, project timeline, deadlines and customer requirements; being well-organized and punctual to meet project deadlines is a must
- Proven experience in reading and interpreting complex mechanical, technical drawings
- Proven ability to communicate clearly across all lines; engineering, manufacturing, customers
- Work with Quality Control and Production to develop plans for part manufacturing
- Provide engineering and troubleshooting support to production and maintenance departments to resolve technical problems, equipment breakdowns, and drive process improvement
- Support operational improvement and cost reduction activities by providing technical expertise in process and manufacturing methods (i.e. Deform use to improve tooling life)
- Knowledge and experience in ISO-9001, AS9100 requirements
- Knowledge and experience in ERP systems, Epicor preferred
- Hands-on experience utilizing Lean Manufacturing Techniques
- Ensure job data is accurately and thoroughly documented; maintain accurate files with regard to each job

Skills and Key Competencies:

- Excellent verbal and written communication skills. Ability to communicate effectively and professionally with co-workers, outside agencies, business partners, and consultants
- Reading and understanding tolerancing including GD&T is a must
- Proven ability and experience in SolidWorks. Deform Simulation software a plus.
- Working knowledge of MRP, material flow, capability studies



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- Honesty, integrity and personal accountability
- Strong customer service orientation
- Positive leadership style and ability to create a high morale manufacturing environment
- Self-motivated, autonomous and personal accountability
- Analytical thinking skills

Education and Experience Requirements:

- Bachelor's Degree in Engineering; Mechanical, Industrial, Metallurgical, Materials or other related engineering field
- Minimum of five years' experience in Process Engineering with proven experience in planning, scheduling, project management and estimating in a manufacturing environment
- Prefer five years' experience in the Forging or Foundry industry
- Proficient with computer programs and working knowledge of new technology. Intermediate level of proficiency in MS Excel and other MS Office programs.
- Operating knowledge and experience of SolidWorks, design software and engineering tools

Essential physical and cognitive job functions:

- Prompt and regular attendance at an assigned work location
- Ability to work shifts of at least [8] hours, and occasionally longer, [5] days per week
- Ability to stand for prolonged periods
- Ability to climb stairs and move and/or lift and carry objects weighing up to [50] lbs.
- Ability to interact with employees and customers in an appropriate manner
- Ability to receive and understand direction from management
- Availability on site to confer with staff members with whom the incumbent must interact on a regular basis
- Ability to operate office and computer equipment (computer, mouse, telephone) to prepare reports and work schedules using the companies' standard software
- Ability to review and analyze data and information concerning [tooling/process/engineering] activities
- Ability to plan, prioritize and monitor [tooling/process/engineering] activities
- Ability to complete or oversee the completion of assigned tasks/projects in a timely manner

- **This is an exempt, salaried position**
- **Salary commensurate with experience**
- **Offer subject to passing a drug test**
- **Equal Opportunity Employer**