

Job Title:	Continuous Improvement Engineer		Dept:	Continuous Improvement
FLSA:	Exempt	Issue Date:	1/12/12	Revision Date: 1/12/12 (Initial)

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

1. Complete time studies for assembly processes, sequence processes, and material handling flow as needed.
2. Analyze processes for efficiency gains and waste elimination.
3. Implement new technology/processes to drive continuous improvement.
4. Support all plants in achieving their continuous improvement goals.
5. Maintain tracking and reporting of projects.
 - Lead change towards operational excellence, and assist in the continual improvement of the system, process and product.
 - Manage risks, set direction and lead the way to breakthrough improvement.
 - Stimulate management thinking by proposing new ways of doing things.
 - Challenge conventional wisdom by demonstrating successful application of new methodologies, seeking out and piloting new tools, and creating innovative thinking.
 - Document all activities as required.
 - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
 - Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities, and employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.

Basic Education, Experience and Training Requirements

- Bachelor's Degree or equivalent combination of education and experience.
- Minimum 2 years manufacturing and assembly operations experience
- Lean Manufacturing methodologies, training and/or implementation experience
- Statistical knowledge and labor analysis skills (time studies)
- Proficient working knowledge of Auto CAD
- Proficient computer skills and knowledge of Microsoft Office: Word Excel, Project and Minitab
- Good mechanical / technical skills
- Training in problem solving methodologies.
- Possess excellent leadership abilities, organizational and communication skills
- Able to maintain confidentiality.

Internal Training Requirements

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- [Vision and Culture](#)
- Significant Aspects Overview (ASPC)
- Process 9.0 – Continual Improvement and Preventive Action (PR09)
- Trans4M Overview (TR4M)

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.
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Risks Associated with Job Function

GM APPROVAL: _____
INITIALS



JOB DESCRIPTION

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- None
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The above points have been explained sufficiently.

Employee's Name (Please Print)

Date

Employee's Signature

GM APPROVAL: _____
INITIALS