



Job Title: Industrial Engineer
FLSA Status: Exempt
Reports To: Production Manager
Supervises: None
Date: February 2021

Essential Functions

1. Review production schedules, processes, specifications, and related information.
2. Design production processes that maximize efficiency and reduces waste.
3. Develop and implement process improvements and technological upgrades.
4. Design control systems to minimize costs and production issues.
5. Develop production standards in cooperation with management and users.
6. Prepare materials and equipment lists, purchase orders, cost analysis, and estimated production costs.
7. Design the layout of the production space.
8. Train staff for new processes and provide instructions and manuals; reinforce training and efficiencies with staff.
9. Manage process documentation and prepare reports.
10. Assist in problem solving and design improvements.
11. Read, analyze and interpret technical documents to define problems and establish facts.
12. Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.

Required Education and Experience

1. Bachelor's Degree in Industrial Engineering required.
2. Minimum of five years' experience in similar role required
3. Knowledge of production machinery, processes and standards
4. Critical thinking and problem-solving skills
5. Proficiency in MS Office and AutoCAD

Special Skills & Qualifications:

1. Ability to solve problems, develop creative solutions and perform work with a high level of accuracy and attention to detail.
2. Track record of solid technical leadership.

3. Strong work ethic and leadership and capabilities as a team leader/participant for assigned projects from inception to completion.
4. Understands the functional requirements of the company's products.

Work Environment

1. Well-lighted, heated and/or air-conditioned indoor production setting with adequate ventilation and moderate noise.
2. May work with or near moving mechanical equipment.

Physical Demands

Moderate physical activity performing some strenuous daily activities of a productive/technical nature to work from a sitting or standing position.

1. Manual dexterity sufficient to reach/handle items and work with the fingers.
2. Must be able to bend, stoop, squat, crouch.
3. Must be able to stand for long periods of time.
4. Must be able to lift up to 25 pounds, with or without assistance.
5. Must be able to sit for long periods of time.