



JOB DESCRIPTION

Position Information

POSITION TITLE MANUFACTURING ENGINEER ASSISTANT		FLSA STATUS <input checked="" type="checkbox"/> NON-EXEMPT <input type="checkbox"/> EXEMPT	
TRIUMPH JOB FAMILY ENGINEER-MFG		JOB CODE M538	GRADE 33
COMPANY NAME TRIUMPH STRUCTURES – LOS ANGELES		COMPANY LOCATION	
DEPARTMENT NAME ENGINEERING	DEPT. #	REPORTS TO ENGINEERING MANAGER	

Position Summary

Assists in planning sequence of operations and specifies procedures for the fabrication of detail parts, tooling, equipment and other functions that affect product performance. May incorporate inspection and test requirements into the production plan.

Essential Duties and Responsibilities Reference the "Essential" job functions worksheet for help

- Collects and documents results as well as generate reports.
- Monitor and verify quality in accordance with statistical process or other control procedures.
- Ensure correct functioning and identify any discrepancies.
- Advise operators and inform engineers regarding processes, procedures, and equipment.
- Assists the ME with reviews of all drawings, data, and procurement specs and with the help of the Quality Engineer creates a basic manufacturing outline.
- Assists the ME create a method for manufacturing product.
- Assists ME create estimates on completion times.
- Assists ME design basic tooling concepts to manufacture the product including sketches tooling.
- Assists ME obtain any additional information from customer necessary to produce the product.
- Assists ME review document packages.
- Creates the Bill of Material on the MRP system.
- Assists ME create the basic manufacturing outline and enters the routing on the MRP system.
- Creates shop sketches for the manufacturing outline.
- Provides some technical assistance to answer requests for information from manufacturing, quality, contracts, the customer and suppliers.
- Other duties may be assigned.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily

List the requirements below that are representative of the knowledge, skill, and/or ability required to successfully accomplish the essential duties of the job.

- Formal or non-formal training of MRP system and CAD. Good math and computer skills. Will be trained in the understanding of geometric tolerance ANSI Y14.5.
- Plan and organize work priorities with direction from the Manufacturing Engineer to ensure timely completion of tasks.
- Must have excellent communication skills both written and oral.

List preferred job related qualifications if different from above.

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List the level of education and/or experience needed to successfully accomplish the essential duties of this job.

- B.S. degree (or equivalent experience) in related discipline and 2-4 years of experience is required.

Physical, Mental and Environmental Demands

Specify the physical, mental and environmental conditions of the essential duties of the job.
Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

PHYSICAL On the job the employee must:	MENTAL On the job the employee must be able to:	ENVIORNMENTAL On the job the employee
<input type="checkbox"/> Bend <input type="checkbox"/> Squat, kneel, or crouch <input type="checkbox"/> Crawl <input type="checkbox"/> Climb or balance <input type="checkbox"/> Reach with hands & arms <input type="checkbox"/> Use fine finger movements <input type="checkbox"/> Other _____ Must carry/lift loads of: <input type="checkbox"/> Up to 10 lbs <input type="checkbox"/> Up to 25 lbs <input type="checkbox"/> Up to 50 lbs <input type="checkbox"/> Up to 100 lbs <input type="checkbox"/> More than 100 lbs	<input type="checkbox"/> Sit <input type="checkbox"/> Stand <input type="checkbox"/> Walk <input type="checkbox"/> Push/Pull <input type="checkbox"/> Talk or hear <input type="checkbox"/> Handle Objects (manual dexterity) <input type="checkbox"/> Read/comprehend <input type="checkbox"/> Write <input type="checkbox"/> Perform calculations <input type="checkbox"/> Communicate orally <input type="checkbox"/> Reason and analyze <input type="checkbox"/> Other _____	<input type="checkbox"/> Is exposed to excessive noise <input type="checkbox"/> Is exposed to extreme cold (non-weather) <input type="checkbox"/> Is exposed to extreme heat (non-weather) <input type="checkbox"/> Is exposed to marked changes in temperature and/or humidity <input type="checkbox"/> Is around moving machinery <input type="checkbox"/> Is exposed to dust, fumes, gases, radiation, microwave (circle) <input type="checkbox"/> Drives motorized equipment <input type="checkbox"/> Works in confined quarters <input type="checkbox"/> Works in high, precarious places <input type="checkbox"/> Works with explosives <input type="checkbox"/> Is exposed to Vibration <input type="checkbox"/> Other _____

Special Requirements

List any additional special requirements

Limitations and Disclaimer

THE STATEMENTS HEREIN ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES AND ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF RESPONSIBILITIES, DUTIES, AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED. FURTHERMORE, THIS JOB DESCRIPTION DOES NOT ESTABLISH A CONTRACT FOR EMPLOYMENT AND THE CONTENT IS SUBJECT TO BE CHANGED, MODIFIED, OR DELETED AT THE DISCRETION OF THE COMPANY. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT (ADA) OF 1990, THE COMPANY WILL MAKE REASONABLE ACCOMODATIONS WITH THOSE INDIVIDUALS WITH A DISABILLITY AS DEFINED BY THE ADA.

Prepared by Human Resources	Date 4/22/09	Approved by	Date
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Supervisor's Signature: _____ Date: _____

Employee's Signature _____ Date: _____