



Process Engineer II - Job Description

1.0 Position Summary:

- 1.1 This position is responsible for defining, developing, and implementing production processes, including workflow, routing, time standards, defining quality metrics and leading process improvement efforts.

2.0 Reports to:

- 2.1 Process Engineering Manager - Job Description

3.0 Direct Reports:

- 3.1 See the **A07FN Organization Chart**

4.0 Job Classification: Exempt

5.0 Core Values:

As an employee you should be aware of the and practice the Analog Technologies Corp. **Core Values**:

- Integrity
- Engagement
- Innovation
- Relationship
- Judgement
- Time
- Environment

6.0 Duties and Responsibilities:

- 6.1 Apply knowledge of electronic assembly processes, ATC's production capabilities and Lean manufacturing concepts to develop and implement accurate, achievable and competitive production processes.
- 6.2 Establishing and improving production capacity, productivity, and quality. Establish appropriate process controls and metrics.
- 6.3 Develop manufacturing documentation, such as process specifications, test procedures, and inspection methodology for new PCB and small mechanical assembly processes.
- 6.4 Support all aspects of new process and equipment implementation including cost justification, investigation, purchasing, installation, validation and documentation.
- 6.5 Develop and provide training to production personnel during new technology transfer.
- 6.6 Support production and customers by resolving issues and problems. Drive continuous improvement, perform root cause analysis and ensure issue resolution is effective.
- 6.7 Communicate and coordinate within the Engineering department and with Account Managers, Quality personnel, Materials, and Production to ensure quality of product and services.
- 6.8 Perform mechanical design and floor layout in CAD.
- 6.9 Participate in and support our Quality Management System (QMS).
- 6.10 Incorporate and apply Lean Manufacturing concepts in all job functions.

7.0 Qualifications: (Education, Training, Skills, and Experience)

- 7.1 4-year Bachelor of Science in Engineering or closely related field such as physics.
- 7.2 Excellent interpersonal and communication skills, both written and verbal.
- 7.3 Broad understanding of electronics manufacturing and processes.
- 7.4 Experience with Lean Manufacturing concepts and implementation.



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- 7.5 Ability to interpret a written or oral instructions and documents furnished in diagrams, CAD files, drawings, and/or other forms.
- 7.6 Ability to multi-task and set tasks to maintain a schedule.
- 7.7 Values align with Analog Technologies corporate values of Judgment, Relationships, Integrity, Innovation, Courage and Passion.
- 7.8 High aptitude, level of attention to detail, energy, and good analytical skills.
- 7.9 5 to 10 years of related experience in related manufacturing environment.
- 7.10 Past estimation experience preferred.
- 7.11 Working knowledge of Word, Excel, and CAD required. Experience with ERP systems, especially Epicor software, preferred. AEGIS software experience preferred.
- 7.12 Completion of a Visual Acuity Test and Color Blindness according to the **Visual Acuity Testing Policy**.

8.0 Performance Metrics:

- 8.1 To be determined based on functional area and/or other requirements.

9.0 Physical Parameters:

- 9.1 Must be able to sit or stand for extended periods of time.
- 9.2 Must be able to work comfortably in an area with moderate background noise.
- 9.3 Must be able to lift up to 20 lbs. unassisted.
- 9.4 Must be able to move, push and pull weights up to 50 lbs.
- 9.5 Visual Acuity must meet or exceed 20/25 and must pass a color blindness test.

10.0 QMS (Quality Management System) Awareness:

As an employee you should be aware of:

- 10.1 The **Quality Policy (Q41FN)**;
- 10.2 The **Quality Objectives (Q41FN)** including how they apply to your position and where to reference them;
- 10.3 Your contribution to the effectiveness of the QMS, including the benefits of improved performance;
- 10.4 Understanding the implications of not conforming with the QMS requirements;
- 10.5 Understanding the processes and documentation used of the QMS for my position;
- 10.6 Your contribution to product or service conformity;
- 10.7 Your contribution to product safety; and
- 10.8 The importance of ethical behavior.

11.0 QMS Training Needs:

- 11.1 Defined on the **QMS Training Matrix** and are outlined in the **QMS Training Procedure (M102SOP)**.