



Job Description: Production Engineer

Summary:

The Production Engineer is responsible and accountable for providing electrical designs, production engineering information, supporting the NPI process and delivering relevant production engineering information in line with manufacturing start dates. Engineers will support the organization's manufacturing processes, provide detailed information and technical support at all stages of the manufacturing process. The function will also be to support other team members and provide guidance to apprentices to achieve their goals and continually strive for better results. The Production Engineer will drive continuous improvements within the area through the SQCDP measures, fostering a culture of excellence and accountability. **(PASSION & TEAMWORK)**

Performance Targets:

Shows a clear understanding of department metrics and is focused on contributing towards results, in a timely manner. Supporting those metrics which meet the operational and financial expectations of the business, including but not limited to:

- Internal Quality > 97.2% with improving trend.
- External Quality > 99.5% with improving trend.
- DOT to Promise > 95% with improving trend.
- Productivity >100% with improving trend.

Key Responsibilities:

Communication.

- Contribute to morning SQCDP meetings and further daily communication with the team to ensure clear communication of targets and objectives.
- Build and maintain direct relationships with internal and external customers, providing clear communication on all aspects of day-to-day operations. **(WOW CUSTOMERS)**
- Escalate relevant issues promptly to the Engineering Manager.

Safety.

- Collaborate with the H&S officer and committee to reduce risks in the area through highlighting safety concerns for new product introduction, through effective project planning.
- Ensuring Safe working environment for staff. (Safety Controls Audits)
- Contribute to accident investigation and support the creation of safety controls (method statements and risk assessments) in the area.

Quality.

The Production Engineer is to report to the Engineering manager to ensure tasks and targets are achieved in a timely manner and will demonstrate a personality that takes accountability for the result, not an excuse maker. Is conscientious and has a "can do" attitude that will spread to those around them. The following points of responsibility are, but not limited to:

- Accountable for complying to regulations and specifications



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- Providing accurate production information to start date
- Utilizing capacity efficiently and effectively
- Engage in daily reviews (morning huddle)
- Work closely with other support functions to deliver the companies objectives.
- Technically responsible for the introduction of new products
- Technically responsible for design for manufacture and continuous improvement
- Support the CAR processes to establish root cause and prevention, including containment in 24hrs and corrective actions in 48hrs (with evidence i.e. 8D)
- Take an active role in the improvement of the engineering data, processes and department success.
- Ensuring accurate internal data capture and the daily Logging and Recording reject data within the QA System

Cost.

- Implement actions to reduce or mitigate off-track hours against the project plan
- Ensure team engagement with targets and objectives.
- Validate and approve production hours during NPI Process.
- Constantly strive for productivity gains through VA activity and removal of 8 wastes

Delivery.

In line with the Company's Process Accountability Chart (Pace / Face) the Production Engineer is responsible for:

- Accuracy of Item Cards
- Accuracy of BOM's
- Timeliness
- Customer Acceptance, RFT to specification and scope
- Task overdue
- Individual Engineering productivity
- Completion and maintenance of engineering capacity planning tool
- Timely completion of ECN's
- Develop a visual plan for the team aligned with the work-to-list, outlining expectations for each team member.
- Advocate for the customer and uphold the promised project and delivery date.
- Keep customers and systems fully updated on any engineering tasks.
- Coordinate with other departments to address exceptions.

People.

Mentoring colleagues including Apprentices through the QCD measures to achieve and then to improve company standards.

- Rewarding and Recognizing Good Performance (Switched On)
- Optimize Workgroup efficiency through effective time/attendance in accordance with Company policies and procedures.
- Identifying coaching needs, providing guidance and advice to engineering apprentices and other colleagues from a technical and process aspect.
- Support fellow team members including apprentices to focus on quality, guiding them to take ownership
- Challenge assumptions and the status quo, looking for continuous improvement opportunities



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- Identifying other coaching need and opportunities setting personal smart targets (Coaching for Excellence, PDR)
- Maintain company standards by dealing with conduct issues in an effective and timely manner. Lead by example through the promotion of Company values, standards, policies and procedures.

Continuous Improvement

Managing Process Performance through the SQCDP measures to achieve and then to improve company standards.

- Engage team in CI activities, Kaizen, 5S and problem-solving activities (Project Charters, Challenge Zero)

Working with the Engineering Manager to identify skill Gap's on the Versatility Matrix that may affect our ability to achieve our commitments, that should form part of their:

- PDR process and/or Training and Development Plans

Engineering Knowledge

Can demonstrate a proven track record in New product introduction, electrical, electronic, mechanical and production engineering. That supports the following:

- New Product Introduction process
- Providing accurate data to support the quotation process
- Clear, accurate data that allows other functions to act appropriately
- Company profitability
- First article / ISIR, customer acceptance
- Ability to think outside of the box
- Provide innovative solutions to engineering challenges.

General experience

- Understanding of design requirements and design standards including UL508a. Fully conversant with applicable European design standards including LVD, EMC, EN60204, associated safety legislation.
- Good understanding of electrical design from concept to production.
- Competent use of a variety of CAD packages
- Ability to turn Customer information into a production engineered solution in a standard format.
- Take an active role in the project management cycle
- The ability to construct plans with many variables

Ability to occasionally work extended and/or unsociable hours

Compliance

Ensure that all company policies and procedures and legal requirements are adhered to which promote the company's culture and facilitate management control to ensure that all internal operations achieve their business objectives.

- Health and Safety
- Employee Handbook
- ISO Quality System



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Personal Attributes

Shows energy and enthusiasm in everything they do – clear technical capabilities;

- A personality of “drive & ambition” – but not at the expense of others around them
- Self-confidence and belief
- A Willingness to support junior members of team
- A willingness to be challenged and challenge others in an appropriate manner
- Good communicator – whether 1-2-1 or in larger groups
- Portrays the core values of the business

Qualifications / Background

Appropriate experience in a high pressure, rapidly changing manufacturing environment is considered significantly more important than paper qualifications. Background in Electrical panel design / production engineering

Electrical and Electronic Engineering (HNC or NVQ equivalent)- minimum of 5 years post qualification experience.

Desirable

- Electrical Engineering (degree) –
- Project management experience or formal qualification