

## *Position Description*

Title: Project Engineer II  
Department: Engineering  
Reports To: Director Engineering  
Date Last Reviewed or Revised: 05/22/2015

Direct Reports:  
None

### Scope and Purpose of Position

The individual will support assignments from the Senior Engineer and Manufacturing department, providing support to Senior Engineer in developing new products and processes that meet GMP/ISO 9000 requirements.

### Responsibilities

1. Provide support to the Senior Engineer in developing new products and processes that are competitive and meet all GMP and ISO requirements.
2. Identifies potential manufacturing process or product improvements to develop efficient manufacturing methods and products.
3. Makes engineering recommendations and implements solutions.
4. Trains operators, assemblers, and inspectors on process and inspection techniques as required.
5. Reviews historical data of existing process equipment or product performance on a regular schedule basis.
6. Simulate process and product models for evaluation, improvements and enhancements.
7. Statistical analysis of data generated through various DOE's and creating presentation graphs and tables to analyze and present test results.
8. Interfaces with engineers, technicians, customers and suppliers providing technical support as needed.
9. Analysis of current capabilities and development of plans to address shortcomings.
10. Improve fill rates by streamlining MRB processes and rapidly reducing backlogs of quality issues.
11. Other duties assigned by the supervisor.

### Project Management:

1. Project management of internal and external (client) projects,
2. Lead design and development reviews with cross-functional team, including client representatives.
3. Reads, interprets, and revises process master batch records and product blueprints and documentation as required to perform task.

### Process and Product Transfers:

1. Assists in transferring manufacturing processes and products to production floor by training operators on new equipment and SOP procedures. Provide on line support during the start up to assist them in learning new process
2. Troubleshoots and resolves problems with the process equipment and fixtures
3. Conceptualizes and sketches process/product improvement fixtures. Coordinates the development and fabrication of these fixtures.
4. Modifies existing specifications to describe new equipment and fixture capabilities to creates and updates protocols to establish and document processes and procedures using established company software packages
5. Interprets and follows test protocols to generate data needed to assess process or products reliability
6. Write Change Notice to change or modify existing documents, processes or methods in order to correct problems or accommodate changes in procedures.
7. Delivers presentations at meetings and Concept/Design Review to apprise management of project status.

**Required Knowledge, Skills and Abilities**

- Ability to function well in a team environment.
- Strong oral and written communication skills.
- Must interface well internally and with customers
- Strong leadership skills
- Superior analytical skills and computer skills.
- Must be capable of using good reason and judgment to, make and defend recommendations
- Demonstrate hands on technical ability.

**Required Education and Experience**

- Bachelor of Science Degree in Mechanical and or Chemical Engineering
- 2-4 Years of Industry related experience