



## JOB DESCRIPTION

**Job Title:** Facilities Engineer  
**Exemption Status:** Exempt

**Revised Date:** 10/21/2021  
**Department:** Engineering

### **Job Specifications:**

EDUCATION	4 Year degree in related field preferred
JOB RELATED EXPERIENCE	5+ years preferred
SUPERVISION GIVEN	2 FTE
SUPERVISION RECEIVED	Engineering/Quality Manager

**Job Summary:** The Facilities Engineer is responsible for the installation, maintenance, repair and evaluation of manufacturing processes and equipment.

### **Job Duties and Responsibilities include the following:**

1. Implement preventive maintenance plans and schedule and lead maintenance tasks.
2. Lead and assist maintenance staff in day-to-day tasks.
3. Troubleshoot and repair and/or assist in repair of complex CNC controlled manufacturing equipment.
4. Manage installation of new equipment and production lines.
5. Prepare maintenance budgets.
6. Assist management in new equipment purchasing decisions.
7. Thorough knowledge of CNC, production, and programming equipment.
8. Assist Design Engineers in building fixturing for production parts.
9. Assemble and install equipment for assisting in production including lifting devices, pallets and trays, and storage devices within the facility.
10. Continuously optimize production flow and efficiency throughout the facility.
11. Manage construction and expansion projects.
12. Confer with management, design engineers and sales staff regarding manufacturing capabilities and other considerations to facilitate production processes.
13. Spec out and purchase production tooling. Maintain production tooling.
14. Prepare and maintain detailed guidelines to document equipment capabilities.
15. Provide leadership, role model participation necessary to facilitate continuous process improvement.

*Other duties may be assigned that pertain to the classification.*

### **Qualifications:**

To perform this job successfully, an individual must be able to carry out each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge & Experience:**

- Minimum of 2 years' experience in the operation of CNC equipment. Should be supplemented with either 2 years of CAM programming experience or graduation from a CAD/CAM program.
- CAD 2- & 3-dimensional software and computer proficiency a plus.
- Thorough knowledge of troubleshooting and repair of complex CNC controlled manufacturing equipment.
- Machine tooling and fixture design.
- Understanding of M&G code.
- Microsoft Office knowledge or experience is a plus.
- Quality orientation and high attention to detail.
- Ability to work with vendors, customers and employees.
- Excellent interpersonal and communication skills.
- Ability to perform problem analysis and problem resolution.
- Must have ability to perform mathematical calculations.
- Maintaining up-to-date working knowledge of the industry products and services.

**Physical Demands:**

While performing the duties of this job, walking, sitting, and standing are required. Must have communicable range of hearing and normal sight with or without the use of aids. Significant time spent on plant floor with some office work involved.

*I agree that this job description accurately reflects my job responsibilities.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager

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Date