

**M. A. FORD MANUFACTURING COMPANY, INC.**  
**Job Description**

**Job Title:** Industrial Engineering Technician

**Dept:** Industrial Engineering

**Status:** Non-Exempt

**Reports to:** Design Engineering Manager

**JOB PURPOSE AND REPORTING STRUCTURE:** The Industrial Engineering Technician, under the direction of the Design Engineering Manager, is responsible for data quality, cost estimating, order recording entry, customer satisfaction, Auto-Cad and financial goals set by the management team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- A. Become integral part of the Industrial Engineering Team.
- B. Compile and evaluate data to determine and maintain quality and reliability of products.
- C. Interpret engineering drawings, schematic diagrams, or formulas for management or engineering staff.
- D. Provide quotations on pricing for specials and custom tools to our customers and sales team.
- E. Read product processing sheets and/or specification sheets to verify that records adhere to quality assurance specifications.
- F. Evaluate data to validate or indicate deviations from existing standards.
- G. Confer with staff and management personnel regarding production specifications, manufacturing capabilities or project status.
- H. Record or oversee recording of information to ensure currency of engineering drawings and documentation of production problems.
- I. Consult with engineers to discuss and interpret design concepts, and determine requirements of detailed working drawings.
- J. Review blueprints to determine customer requirements.

- K. Design scale Auto-Cad drawings of specialty items / approval drawings etc.
- L. Position instructions and comments onto drawings.
- M. Processes orders and general correspondence and coordinates with functions such as purchasing, production, engineering and shipping.
- N. Receives telephone, fax and e-mail requests for price quotations, purchase orders, order changes, adjustments, and cancellations directly from customers. Achieves and maintains rapport with customers and work to give them the best possible customer service.
- O. Communicate, implement and interpret customer service policies as required when interacting with customers, distributors, and field sales representatives.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform 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.

**EDUCATION and/or EXPERIENCE:**

- A. Mechanically inclined with good aptitude for learning, retaining and applying new information to required processes. Building towards understanding of the mechanics of the cutting processes with our tools and processing of our tools.

**LANGUAGE SKILLS:**

- A. Ability to read, analyze and interpret many forms of business documents including financial reports and technical manuals.

**MATHEMATICAL SKILLS:**

- A. Algebra, Trigonometry and Geometry skills essential in addition to basic math skills.

**REASONING ABILITY:**

- A. Requires analytical thought process to design and improve processes. Requires good understanding of cutting tool design, and what is critical to end-user.
- B. Complexity level is high due to technical nature of the tasks involved.
- C. Mistakes made in specifications of new processes can be serious due to large capital expenditures required.

**OTHER SKILLS AND ABILITIES:**

- A. Ability to use computers and keyboards frequently and to occasionally use stereoscopes, tool scopes, and inspection equipment.

- B. Regularly works with confidential data of medium to high importance which if disclosed may be detrimental to the company's interests.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. While performing the duties of this job, the employee is consistently required to use hands to finger, handle or touch and to talk or hear.
- B. Frequently required to sit.
- C. Occasionally required to stand, walk, and lift up to 20 lbs.
- D. Specific vision abilities required include close vision, distance vision, color vision, depth perception, and ability to adjust focus.
- E. Use of computer and phone for extended time periods.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. While performing duties of this job, the employee may occasionally be required to work near moving mechanical parts.
- B. The employee may be occasionally exposed to fumes or airborne particles.
- C. The noise level in the work environment is usually moderate.
- D. The required protective equipment is safety glasses.

MANAGEMENT APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE ACKNOWLEDGEMENT \_\_\_\_\_ DATE: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.