

Position Specification



Company: Safe Reflections
Position: Process Improvement Engineer
Reporting: Engineering Manager
Location: Saint Paul, MN
Salary: Commensurate with Experience

The Position:

Safe Reflections is seeking the next member of our operations team. This person will have the drive to help accelerate our organization to the next level of operations excellence and be looking to advance to a management role in the future. The individual will report to the Engineering Manager with a dotted line to the VP of Operations. These two individuals each have over 20 years of experience in operations and project management. The right individual will have the drive to gain valuable knowledge from an experienced team and will not be afraid to bring in their own thoughts and experiences that will help our company grow, be more flexible, and agile in the future. Our new Process Improvement Engineer will be responsible for driving significant improvement in operational processes to improve productivity and quality. This role will be accountable for the development, documentation and improvement of our manufacturing methods and processes to insure manufacturability that meets the customer required quality, repeatability, cycle-time, and safety goals.

In addition, the Process Improvement Engineer will help champion the lean enterprise continuous improvement journey through application of lean principles and tool set deployment to rapidly improve Quality, Reduce Lead Time, Improve On-Time Delivery and Reduce Overall Costs.

Responsibilities include the following:

- Developing, improving and documenting best-in-class manufacturing processes to meet our quality, cost, cycle-time and safety needs.
- Analyzing manufacturing process flows continually for the enhancements of quality, cost reduction, and throughput. (Plant layout and material handling).
- Deploy, educate and sustain the fundamental Lean principles including 5S, Visual Management, Standard Work, Value Stream Mapping and Kanban (pull systems).
- Lead Lean teams working on projects that deliver process improvements and financially contribute to the business leveraging the results throughout the organization.
- Working with Engineering in determining product specifications and arranging equipment, parts, or material purchase, and evaluating products according to quality standards and specifications.
- Working closely with production departments to develop, coordinate and implement training for employees to drive manufacturing effectiveness.
- Designing and developing manufacturing processes for enhancements, product changes, and new products, and related fixtures and tooling that are consistent with zero defect level and lowest product cost.
- Provides production floor and assembly support in technical matters related to interpretation of engineering documentation, Engineering Change Notices (ECNs), rework, manufacturing difficulties and specification, and implementation of training on new processes.
- Initiate, justify, and implement capital equipment, as required.
- Work center design

The Candidate:

We are looking for a technical candidate that is quick, personable, hands-on, straightforward and passionate, coupled with the highest level of integrity and intellectual honesty.

This growth-oriented manufacturing professional ideally would have at least 5 years of engineering, technical, quality and manufacturing experience. Some experience in small job-based manufacturing, new product introduction, and/or training would be very beneficial.

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- Minimum of 5 years of hands-on lean implementation experience with a proven track record for developing, training, and coaching company employee teams in a continuous improvement environment
- Bachelor's in engineering or BS in a similar technical/operations discipline
- Lean Certified/Six Sigma Green/Black belt certification would be an asset
- Experience managing projects of varying complexity and scope
- Strong experience in the design, development, and implementation of manufacturing processes
- Strong background in manufacturing programs, i.e., Total Quality Management (TQM), Continuous Process Improvement, Statistical Process Control (SPC), Concurrent Engineering Teams, Design for Manufacturability (DFM) Kanban principles, and Just in Time (JIT)

LANGUAGE SKILLS:

- Strong written and verbal skills, proven presentation capabilities
- Actively listens and learns/understands the cultures of the organization
- Ability to interact clearly, confidently and persuasively with all levels in the organization, across a matrixed organization and with external sales representatives, customers, vendors and others as required

COMPUTER SKILLS:

- Experience with ERP/MRP systems (JobBoss preferred)
- Computer proficient to organize and analyze data and to prepare technical presentations (Microsoft Excel, Word, PowerPoint)
- Ideally experienced in 2D AutoCAD

OTHER QUALIFICATIONS/REASONING ABILITY:

- Technical knowledge and mechanical aptitude
- Solid teamwork abilities
- Can-do attitude
- Self-directed worker, able to work with minimal supervision
- Strong ethics and a sense of fairness
- Able to analyze and summarize data to draw rational fact base conclusions
- Actively engage and able to engage others in work efforts
- Able to adapt to a changing work environment
- Is resilient and tough, but cooperative
- Possess a continuous improvement mindset focusing on high impact improvements
- Able to develop and implement creative solutions to systems and processes
- Proven track record of superior quality by problem solving techniques
- Strong project management skills

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.

- While performing the duties of this job, the employee is regularly required to:
- Stand, Walk and/or Sit 50% of the time
- Use hands to handle, reach and feel: 90% of the time

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- Travel <20%
- Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. While performing the duties of this job, the employee is regularly exposed to the following environmental conditions:

- Office environment
- Manufacturing environment

LICENSE OR CERTIFICATION REQUIRED: Requires a valid driver's license.

Safe Reflections is an Equal Employment Opportunity/Affirmative Action Employer. Women, minorities, veterans, and individuals with disabilities as well as all other qualified individuals are encouraged to apply.