



## Manufacturing Engineer

### JOB DESCRIPTION

**Job ID#:** 2020-03A  
**Regular/Temp:** Regular Employee  
**Full-Time/Part-Time:** Full-Time  
**Submit Reply and Resume to:** [CMEHR@custom-mfg-eng.com](mailto:CMEHR@custom-mfg-eng.com)

**1<sup>st</sup> Step of candidacy requires completion of an online assessment:** <https://assess.predictiveindex.com/8Rn3V>

**Job Summary:** We have an exciting and challenging opportunity in sunny Florida for the right person to become our Manufacturing Engineering to provide support to Operations (Manufacturing & Engineering) to expand CME's products & services, support assembly, boxing, branding, and assisting in manufacturability of engineering designs which has impacts upon innovative solutions and revenues.

### **Job Characteristics:**

- Varied activities Multiple, simultaneous projects Fast-paced environment
- Technical, analytical focus Work within established standards and guidelines Expertise-based problem solving
- Authoritative, quick decision making within defined span of control Based on accepted quality standards, policies and procedures Important to also train others to make correct decisions
- Communication is task based, technically oriented Team roles are clearly defined Need for collaboration is minimal, when necessary, it is focused on specific tasks or problems
- Leadership based on specialty expertise Directive leadership to assure quality standards are met Delegation infrequently required, and when required, close follow-up is essential

### DUTIES AND RESPONSIBILITIES

- Works independently to solve problems bringing solution options for issue resolution.
- **Ability to read & interpret specs, drawings, and part lists including prior experience with electrical, electronics, and/or mechanical components**
- Support work on floor, technical problem solving.
- Support and oversee full product realization lifecycle to facilitate project implementation according to established procedures and best practices. This involves: monitoring engineering progress, anticipating technical issues, and driving corrective actions within the engineering community at CME.
- Review & enter bill of materials as well as operations into MRP systems.
- Creates Documentation & Documents customer requirements, work instructions, systems specifications, and other documents called out assembly.

- Participates in Design Reviews & Improvements to Product & Documentation for manufacturability.
- Investigate, conceptualize, and fully document solution concepts and technical system specifications.
- Plans and formulates cost & time-savings by improving processes, procedures, documentation, and eliminating waste in materials and human resource requirements.
- Recommends changes to management, including staff use, technology, facility and equipment requirements or improvements to products and services.
- Prepare quotations, job estimations
- Ability to Multi-Task and Meet Deadlines

## **JOB QUALIFICATIONS**

- **You must take this simple behavioral assessment before applying for the position:**  
<https://assess.predictiveindex.com/8Rn3V>
- **Someone who can read schematics for what they say and what may be missing.**
- **Someone with an *eye to detail*, *patience for explaining to others*, and *at ease simplifying instructions as well as detailing documentation of all steps*.**
- **Ability to think about appearance to strengthen packaging and branding of product.**
- Proven Experience in the Microsoft Office programs (Excel, Word, Outlook, Project).
- A fast learner.
- Experience with an ERP System preferably Deltek Costpoint or similar systems like: SAP, Microsoft Dynamics.
- A proven ability to organize and effectively manage multiple projects and deadlines.
- Strong written and oral communications skills.
- An orientation toward superior customer service.
- Ability to work independently *and* collaborate with teams.
- Enthusiasm for CME's clients and their missions.
- Must possess:
  - The ability to follow general and detailed instructions as well as organizational policies and procedures and to understand new concepts and apply them accurately
  - Good communication and interpersonal skills to enable effective interface with internal professionals; strong written and verbal skills, as well as good interpersonal communication skills (face to face and phone/email)
  - The ability to work independently or in a team environment
  - Good computer, business software, and online tools for research.

## **MINIMUM REQUIREMENTS NEEDED:**

- 3-5 years of experience with at least two (2) years of specialized training or electronics or manufacturing experience.
- Bachelor's Degree from Accredited College or University OR AA/AS degree (trade or tech school) with at least three (3) years of specialized training or experience in manufacturing & engineering.
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.

- Successful Passage of **Required Screenings & Tests: Background Check, Reference, Credit, and Drug Testing**

**Position Detail:**

Plan, direct, and coordinate elements of design, materials, and manufacturing processes. Work from the design for a product and develop processes for production, standards, and quality control. Analyze and plan work force utilization, space requirements, and workflow. Develop step-by-step methods for making the products. Design the layout of equipment and workspace for maximum efficiency. Recommend changes in the design of a product to make it easier or less costly to produce; updates & revisions to BOMs, packaging, product/company branding. Confer with management on production capabilities, schedules, and problems. Determine product specifications. Arrange for purchase of equipment, materials, or parts and evaluate them according to specifications and quality standards. Estimate production times and determine how many workers are required to meet production schedules. Work with other team members to improve processes throughout organization.

Under supervision, engineer will also review, make recommendations, and update documentation: to specifications, plans, engineering drawings, parts lists, and project scope, time estimates, work instructions, etc

**Travel Percentage Required:** Minimal & Usually Local to Vendors. 0% - 5%

An award winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. ([www.custom-mfg-eng.com](http://www.custom-mfg-eng.com)).

***CME is an Equal Opportunity/Affirmative Action Employer.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. **In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa.** For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.*

**Removal Date:** 31-March-2020