

1.0 JOB DESCRIPTION SUMMARY: Production Control Engineer (PCE)

Job Requirements:

- Mechanical Engineering Technology (MET) degree or 3rd year student
- Excellent computer skills including MS Excel and Word
- Ability to work in a fast-paced, multi-tasking environment.
- Excellent communication skills
- Flexible with hours and sometimes Saturdays required.

The role of the Production Control Engineer (PCE) is to:

- Plan all of the manufacturing processes
- Coordinate resources such as people, machines, material and equipment
- Expedite customer orders to satisfy customer order requirements.
- Monitor and report production orders and report status to sales department
- Assist department managers in all production departments to improve the department.

The PCE helps the specific department managers to be aware of the production requirements and help plan, monitor/report and expedite each department's daily activities to ensure maximum throughput of quality parts.

This is done with the following tools:

- NJPT ERP system software (Global Shop Solutions.)
- Continuous interaction with department managers, supervisors and staff.
- Implementation of lean production principles.
- Leadership, Management and Organizational skills.

The PCE will identify production deficiencies and delays and look for continuous improvements through interdepartmental interactions which include:

- Acting as a liaison between Production departments and the Engineering department. This may include identifying and communicating fixture / CNC or EDM program changes and quality specific issues.
- Acting as a liaison between Production and purchasing and Inventory Control / Material Processing. This may include expediting material or cutting and outside operation issues.
- Acting as a liaison between the Sales Department and production to report delays or potential delivery / quality issues. Making the customer aware of delivery issue before they become late.
- Acting as a liaison between Inspection Departments and production to give priorities /information based upon product & customer knowledge.

To perform the many tasks of the PCE, the following skills and/or knowledge is required:

- Wire EDM, Sinker EDM, CNC Milling, CNC Turning, Grinding, Assembly
- CAD /CAM, Blueprint Reading, ERP routers, Inspection methods
- Leadership / Management, Emotional intelligence, Multi-tasking

The mission of the Production Control Engineer is to support the mission of each production department: The mission statement is:

“KEEP ALL OF THE MACHINES RUNNING EFFECTIVELY ALL OF THE TIME.”

This is achieved through proper: planning, execution, training, preventive-maintenance, communication and leadership.