



GENIE ELECTRONICS COMPANY, INC.

ENGINEERING SUPERVISOR JOB DESCRIPTION

Location: York, PA

Shift: 1st

Department: Engineering

Days/Hours: Monday-Friday 6:00am to 3:30pm

Reports To: General Manager

Status: Salary / Exempt

Engineering Supervisor Summary:

This position requires a dynamic and driven individual to lead our engineering team to ensure the efficient and timely production to meet and exceed customer's expectations. Provide technical expertise to lead the organization in process development, implementation, and maintenance of manufacturing processes of surface mount and/or through hole printed circuit board assemblies in order to drive continuous process improvements throughout the organization.

Engineering Supervisor Job Duties:

- Able and ready to perform all the duties of an SMT Manufacturing Engineer when required.
- Establish robust, repeatable and reproducible process parameters and process controls.
- Leads team in selecting, implementing, and maintaining efficient manufacturing equipment and procedures for assigned product(s).
- Provides leadership in customer quality and efficiency efforts by directing support teams to improve cycle times and reduce defects.
- Determines and specifies, revises and/or reviews the most economic methods, operation sequence and tooling for the manufacture of Print Circuit Assemblies.
- Provides technical guidance and liaison to product operations, assists the Production Team on new techniques and assist in the determination of root causes of rejected parts and their disposition.
- Ensures root cause analysis translates into process improvements when appropriate.
- Coordinates with customers to determine product specifications and design changes.
- Leads in cost studies and equipment, process and chemistry recommendations.
- Acts as mentor to direct report manufacturing engineers and technicians in various projects and responsibilities.
- Confers with management, engineering and other staff regarding manufacturing capabilities, production schedules, and other considerations to facilitate production processes.
- Applies statistical methods to estimate future manufacturing requirements and potential.
- Attends meetings as needed to support organization activity.
- Interfaces with customers as required.
- Performs other duties, as assigned, to achieve corporate and departmental objectives.
- Leads and Manages Engineer Change, Document Control and Configuration Management Systems



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Minimum Qualifications:

- Bachelor of Science degree in mechanical engineering or other engineering discipline preferred.
- Ability to operate and have knowledge in using Manex software or similar manufacturing software.
- Equivalent combination of education and experience may be considered.
- Ability to assign cost analysis criteria to projects and determine potential cost savings on a project by project basis.
- Must be able to define problems, collect data, establish facts, draw valid conclusions, and demonstrate the ability to determine critical parameters and develop process controls.
- Must be able to read and understand PCA assembly drawings and technical notes.
- Demonstrated ability with technical writing. Ability to communicate effectively, both orally and in writing to management and technical staff audiences.
- Ability to stand in front of small to large technical audiences and provide training.
- Demonstrated organizational skills, with the ability to handle and prioritize multiple projects simultaneously in a timely manner in a fast-paced environment.
- Sound written and oral communication skills; must be able to write and understand routine reports, follow oral and written instructions, and speak effectively.
- Strong interpersonal skills; ability to relate to and work with diverse groups of people.
- Must have knowledge of use and operation of standard office equipment and be familiar with commonly used CAD, email, Internet, word processing, databases and spreadsheets.
- Must have a high level of interpersonal skills to handle sensitive and confidential situations and materials.
- Position continually requires demonstrated poise, tact and diplomacy.

Preferred Qualifications:

- Familiarity with IPC 610 guidelines.
- Prefer three or more years of experience in a manufacturing environment with SMT knowledge.
- Experience in Contract Manufacturing and EMS industry desired with an emphasis in supporting an offshore manufacturing facility.

Physical Demands:

- The employee is regularly required to sit; use hands and fingers, handle or feel objects, talk, hear, and see.
- The employee must occasionally lift and/or move up to 50 pounds, stand, walk, climb, balance, stoop, kneel, crouch, crawl, or reach with hands and arms.
- The environment is fast-paced; time pressured, and requires accuracy.
- The employee will regularly multi-task between projects, be required to move throughout the office building, and effectively communicate.
- The normal environment is quiet and typical of an open cubical setting with some areas that may be louder at times.

The statements on this job description are intended to describe the general nature and level of work being performed by incumbents. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required by all incumbents, and all job descriptions are subject to change to accommodate business necessity.