



Pre-Production Engineer

Location:

3261 Spirit Way Green Bay, WI 54304

(Note: Location will be changing to Pulaski, WI in the near future)

Position Summary:

Will assist in preproduction to create, control, and maintain complete and accurate documentation during the design review and onboarding stages. Distribution of this information includes internal and external customers. This role requires a lot of attention to detail along with a need to be highly organized.

Responsibilities:

Pre-Production/Production

- Create/update drawings and convert to “step or DWG files” for manufacturing
- Create/update models & drawings to reflect changes approved by engineering and/or customer.
- Create/ revise BOMs as needed
- Review Engineering Change Notice Requests from our customers to determine impact and internal routing
- Maintain various project timelines and resources through project completion
- Review all new projects to scale each project to fit the needs of our customer and Operations.
- Hold New Product Kick-Off meetings, gathering appropriate resources to communicate the Scope of Work and customer expectations
- Conduct Project Reviews in order to identify successful and unsuccessful project elements. Develop a plan to address opportunities for improvement and maximize our successes.

Production/Technical Support

- Assist/guide manufacturing during production
- Troubleshooting design challenges
- Support in development of fixtures
- Approvals for deviations, waivers, change notices, revisions, etc.

- Understands lean manufacturing concepts and inputs required by Operations to successfully meet our customer's needs.

Knowledge/Skills/Abilities:

- Computer skills including MS Office
- Strong communication skills, both written and oral
- Associates Degree with a minimum of 3-5 years equivalent work experience in a design role.
- Must be experienced in Solidworks, and Autodesk Inventor. Auto Cad experience a plus.
- Ability to manage multiple projects with varying degrees of priority within a very fluid environment
- Effective in coaching, mentoring, and motivating project team members, and influence them to take positive action and accountability for their assigned work.
- Ability to interpret assembly schematics
- Strong Mechanical background (tolerances, sheet metal design, drawing notations, etc.)
- A background in metal manufacturing with an emphasis on fabrication, welding, and machining.
- Knowledge of Brake Press and Laser is desired

Travel Requirements:

- Occasional local travel

Physical Requirements:

- Be able to lift at least 25 lbs. and up to 50 lbs. for short periods

Materials and Equipment Utilized:

- Hand tools (Dial calipers, tape measures, rulers, etc.)
- Computers, projectors, printers, etc.

Working Environment:

- 95% - Office/ shop environment
- 5% - Customer sites
- Environment; low to moderate noise, safety glasses, steel toes required and other personal protective equipment where applicable.