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**ALEX PRODUCTS, INC.
JOB DESCRIPTION**

JOB TITLE: Product Engineer

DEPARTMENT:	Engineering	DIVISION:	Product
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REV:	B.	PAGES:	3
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JOB FUNCTION:

The Product Engineer has internal contact with engineering department personnel regarding concepts, drawings, and products, as well as external contacts with customers and suppliers in the development of designs, to resolve both product design and manufacturing problems. Directs, coordinates, and exercises functional authority for planning, organization, control, integration, and completion of engineering project within area of assigned responsibility by performing the following duties personally or through subordinates.

ESSENTIAL FUNCTIONS:

- Originates and/or develops design for products, both hard copy and CAD, relating to defined customer needs. This also may include the adaptation of existing designs to new customer applications.
- Coordinates with Prototype for the construction of prototypes/R & D parts to meet customer and internal requirements.
- Establishes test requirements if not previously specified by the customer, and develops and directs the testing of new product to verify / validate product design.
- Assists the Engineering departments in regard to product redesign to resolve product or manufacturing issues.
- Assist in the design and development of special testing machines.
- Controls, per TS 16949, all customer and API product drawings and CAD data to assure all active drawings are at correct design level.
- Directs, plans and formulates engineering programs and organizes program requirements.
- Prepares program reports.
- Interfaces with customers, both on a corporate and plant level, to assure all phases of a new program are being addressed and resolved.
- Interfaces across interplant personnel, to assure all aspects of a new program are understood and related tasks are being completed on time.
- Oversee any tooling runoff and/or verification requirements, both customer driven or internal requirements, assuring proper documentation is being completed by the proper authority.
- Oversees and coordinates with manufacturing personnel during production start up to assure all aspects of program are in compliance with internal and customer requirements.
- Develops and maintains budgetary sheets, including job number assignments, budget tracking, and P.O. invoice releases.
- Develops and issues Engineering Change Notices.
- Overnight travel is required.
- Performs other duties when required or requested.

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OTHER SKILLS AND ABILITIES:

- Must have extensive knowledge of metals manufacturing, and experience dealing in the automotive industry.
- Must have experience in Advanced Product Quality Planning Procedures.
- Extensive knowledge in common Engineering practices.
- Extensive knowledge in geometric dimensioning and tolerancing.
- Microsoft Office Suite computer skills
- Proficient in AutoCAD, CadKey, CATIA, or other design type software
- Must be able to read blueprints.
- Must be detailed oriented.
- Excellent organizational skills.
- Drafting ability to clearly develop ideas in the form of working drawings and sketches.

EDUCATION and/or EXPERIENCE:

Associate's degree (A. A.) or equivalent from two-year college or technical school in Engineering; or two to four years related experience and/or training; or equivalent combination of education and experience. Drafting and design experience preferred.

MATHEMATICAL SKILLS:

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business information, technical procedures, and other applicable regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must have excellent interpersonal communication skills. Ability to deliver and receive constructive feedback to enhance company efficiency.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are a representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.