



Swagelok Northern California

POSITION DESCRIPTION for Assembly Services Engineer

| Identifying Information | | | |
|--|---|------------------------|----------------------------|
| Date: | May 2018 | Position Title: | Assembly Services Engineer |
| FLSA: | Salaried Exempt | Supervisor: | Manager of Engineering |
| Position Summary | | | |
| <p>Implement company objectives to achieve Assembly Services business goals. The Assembly Services Engineer responsibilities will include involvement in all assembly services operations to include product design/development, customer quote/contract review, technical assistance, supply chain management, quality assurance, customer order fulfillment, assembled solution objective development and achievement, and production planning.</p> <p>The candidate must be able to work with a diverse group of people and will have responsibility for design support and development of custom products that will have the potential for application across large portions of our customer base. The Assembly Services Engineer will ensure assembly service activities meet with and integrate with organizational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.</p> | | | |
| Key Responsibilities | | | |
| <ol style="list-style-type: none"> 1. Demonstrate passion, active listening, and empathy in all interactions to achieve the company's Vision to: Be our customer's favorite story 2. Assist in the achievement of Assembly Services' Goals and North Star metrics 3. Improve and expand the assembly services capability 4. Assist in the continual improvement of the supply chain process 5. Develop and implement tools and processes to drive continuous improvement 6. Work collaboratively with sales associates and customers to lead design support and product development activities 7. Educate yourself in a self study program to improve business acumen, management and leadership skills, knowledge of the Swagelok organization and market opportunities. | | | |
| Supervisory Responsibility | | | |
| Administrative & Supervision: | | | |
| Education, Experience, and Skills/Knowledge Required | | <u>Essential</u> | <u>Desirable</u> |
| (a) Education | | | |
| i) | Bachelors Degree in related areas (e.g. mechanical engineering) | X | |
| (b) Experience | | | |
| i) | Distribution operations experience | | X |
| ii) | Experience in product design & development | X | |
| iii) | Technical industry experience | X | |
| iv) | Lean, Six Sigma, quality assurance experience | | X |
| vi) | Manufacturing operations experience | X | |



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Skills/Knowledge

| | | | | |
|-----|-------|--|---|---|
| (c) | i) | High level of proficiency in applicable computer skills | X | |
| | ii) | Supervisory skills | | X |
| | iii) | Organizes and prioritizes well and excellent time management skills | X | |
| | iv) | Ability to multi-task | X | |
| | v) | Action oriented personality | X | |
| | vi) | Capability to learn features and benefits of multiple product families | X | |
| | vii) | Makes decisions that are fiscally responsible and compatible with company goals and objectives | X | |
| | viii) | Shows flexibly to shifting priorities or new demands. | X | |
| | ix) | CAD capabilities | X | |
| | x) | High level of technical ability | X | |
| | xi) | Ability to create positive work relationships | X | |

Key Emotional Intelligence Competencies

| | | | | | |
|---|----------------------|---|------------------|---|--------------------------|
| X | Emotional Awareness | X | Influence | X | Organizational Awareness |
| X | Inspiration/Optimism | X | Customer Service | X | Managing/Measuring Work |