



# YOUNGSTOWN BUSINESS INCUBATOR

## **MECHANICAL/INDUSTRIAL AND SYSTEMS ENGINEER**

### **JOB DESCRIPTION & SUMMARY**

Responsibilities of the industrial engineer will be to design efficient systems that integrate workers, information, machines, energy and materials to make products or provide services. He/she will find ways to prevent waste and inefficiency in production processes, and will also design equipment to coordinate production planning to minimize production issues and costs while ensuring products meet quality standards. In addition, the ISE will design, develop and maintain manufacturing routes to maximize effectiveness, efficiency and space, and will also make sure the company complies with all industry standards for safety while meeting design standards and guidelines. He/she will also work in a support role as needed on less complex projects. This position will report to the Director of Additive Manufacturing Programs.

### **REQUIREMENTS & RESPONSIBILITIES**

- Plan, produce, and assemble new or changed mechanical parts for products, such as industrial machinery or equipment
- Research new manufacturing technologies, request quotations, select vendors, issue requisitions, schedule demonstrations, and approve tooling
- A strong technical aptitude with the ability to research and assimilate new products and solutions
- Develop approach for optimizing 3-dimensional build layout and part nesting in support of achieving printer productivity rates
- Strong mechanical aptitude with an interest in hands-on application of engineering principles
- Maintain cost system including setting standards and updating to reflect changes
- Review production information to understand methods and activities in manufacturing and services. This includes, but is not limited to, production schedules, process flows and engineering specs.
- Design control systems to minimize and resolve production issues and project costs.
- Develop standards for production and design by working with clients and management.
- Perform initial and ongoing design reviews
- Deliver documentation offering a critical analysis and suggestions for correcting errors
- Identify process deficiencies and develop solutions to improve those deficiencies
- Submit a scope of work for each project that includes budgetary numbers and the goal of each project
- Develop CAD project drawings and review drawings
- Collaborate with Project Managers to develop an accurate accounting of all engineering hours required for various types of internal projects

### **INDUSTRIAL ENGINEER SKILLS + QUALIFICATIONS:**

- Bachelor's degree in mechanical or industrial engineering or mechanical engineering technology
- 4+ years' project management experience
- 2+ years' experience in an engineering leadership role

- Knowledge of production processes, costs, quality control, raw materials and other methods for maximizing the efficient manufacture and distribution of goods.
- Ability to design and understand precision technical plans, blueprints, drawings and models.
- Strong knowledge of CAD/CAM software and drafting procedures
- Excellent prioritization and project development skills
- Superior computer skills; well-versed in Microsoft Office Suite (particularly strong with Excel)
- Entrepreneurial Mindset, creative, motivated, enthusiastic and energetic
- Ability to lead groups of people to common goals regarding community development, economic development issues and outreach
- Strong verbal and computer skills with background training in public speaking and Microsoft Office
- Innovative, self-starter with ability to initiate and implement multiple projects.

## PERSONAL CHARACTERISTICS:

- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and behavior of others is consistent with these standards and aligns with the values of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interest of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process information, generate possible solutions, make recommendations and/or resolve the problem.
- The Industrial Systems engineer will usually work in an office environment but for the purpose of a project may sometimes take him/her to non-standard workplaces.
- This position will work a standard work week but may be required to work some evenings and weekends to meet project milestones.

## HOW TO APPLY:

- Submit the following:
  - Resume
  - Cover Letter
- Email requested information to [info@ybi.org](mailto:info@ybi.org)
- Make email subject line this: “**Mechanical/Industrial and Systems Engineer Application - [Your Name]**”