



## Job Description

Rev A

Approval Date: 12/31/2015

**Job Title:** Engineer

**SOC:** 17-2141

**Description:** The Engineer will carry out the work activities and direct resources necessary at XLT for new product development and sustaining current products in accordance with quality, cost, delivery, and service specifications and expectations. Duties and responsibilities include design and documentation of new products, maintenance of current product lines through continual improvement techniques, looking for new and cost saving manufacturing techniques, maintenance of computer resources, 5S, design and support for special projects, and enforcement of the training matrix. Serve as backup to the Engineering Manager.

**Classification:** Exempt

**Status:** Full-time salary

**Supervisor:** Engineering Manager

**Worksite Address:** XLT Ovens  
7761 West Kellogg Drive  
Wichita, Kansas 67209

**Work Schedule:** Production Schedule per Employment Manual

**Holidays Observed:** Per Employment Manual

**Pay:** Per Wage Scale

**Benefits:** Per Employment Manual

**Travel:** This position requires limited travel to Trade Shows, investigate new equipment and software, attend training for new equipment, and to participate in product installations.

**Primary Responsibilities:**

1. Abide by the Quality Management System.
2. Understand that Customer satisfaction is our first priority, and the importance of compliance to statutory and regulatory requirements.
3. Protect the Company's assets, reputation, goodwill, and stature in the marketplace at all costs.





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Essential Functions: This position will perform the below listed duties consistently, accurately, timely, safely, and at the lowest feasible cost:

1. Maintain the Quality Management System
2. Make it understood by all Team Members that Customer satisfaction is our first priority, and the importance of compliance to statutory and regulatory requirements
3. Protect the Company's assets, reputation, goodwill, and stature in the marketplace at all costs
4. Give instructions and guidance to Team Members assigned to projects
5. Be held responsible for the work and actions of Team Members assigned to projects
6. Provide coaching to Team Members to improve performance
7. Participate in the interview process of internal and/or external job candidates
8. Understand the engineering behind current XLT products
9. Develop new products for XLT
10. Develop new processes for XLT
11. Be able to troubleshoot any current XLT product
12. Develop work instructions and job training materials
13. Understand the capabilities of XLT in sustaining the current product lines
14. Focus can be in any of the following disciplines of engineering: Mechanical, Industrial, Manufacturing and/or Methods
15. Design products and components for manufacturability
16. Participate in the improvement of manufacturing methods for products and parts, and follows through to complete production approvals
17. Participate in the analysis and planning of workforce utilization, space requirements, workflow and design layout of equipment, and workspace for maximum efficiency
18. Perform in concert with the Engineering Manager concerning product design and tooling to ensure efficient production methods
19. Participate in conferring with vendors to determine product specifications and arrange for purchase of equipment, materials, or parts, and assist with the evaluation of products according to specifications and quality standards
20. Participate in the estimating of production times, staffing requirements, and related costs to provide information for management decisions
21. Confer with Management, Engineering and other Team Members regarding manufacturing capabilities, production schedules and other considerations to facilitate production processes
22. Apply statistical methods to estimate future manufacturing requirements
23. Perform any and all other duties as assigned by the President

Computer Skills: Basic Computer, E-Mail, and Web skills are required. Most of the documentation and training is done through the use of computers.  
Advanced Computer skills required are Microsoft Office, 3D VIA Composer and SolidWorks.





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Licenses Required: Driver's License

Travel Documents: United States Passport

Experience Required: Requires previous lead or related supervisory experience and two (2) years experience in fabrication and assembly of XLT products or in equivalent fields, or related engineering experience in a manufacturing environment.

Training Required: Per Training Matrix

Education Required: Prefer a Bachelor's Degree in an engineering curriculum from an accredited college or university, or equivalent experience, and must be knowledgeable of all products and services offered by the Company.

### Physical Requirements:

1. Must be able to stand, walk, and use hands for up to 10 hours per day.
2. Must be able to sit at a desk and use a keyboard and mouse for up to 10 hours per day.
3. Must be able to climb, balance, stoop, kneel, crouch, or crawl for 3 hours per day.
4. Must be able to lift 50 pounds.
5. Must have good close vision, distant vision, color vision, peripheral vision, depth percept the ability to adjust focus.

### Mental Requirements:

1. Must be able to count, add, subtract, multiply and divide.
2. Must be able to read, speak, and write English.
3. While talking to others, convey information effectively.
4. Must be able to judge distances, shapes, and fits.





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### Skills Required:

1. Excellent listening skills – give full attention to what other people are saying
2. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions
3. Leadership and motivational skills
4. Interpersonal skills
5. Good written and verbal communication skills
6. Decision-making and analytical skills
7. Ability to work under pressure individually and as part of a team
8. Able to plan and prioritize his/her own work
9. Must have attention to detail
10. Must have mechanical aptitude
11. Must be able to use common power and hand tools
12. Must know threaded fasteners

**Work Environment:** Part time exposure to mechanical moving parts, explosives and combustibles, electrical shock, vibration, and fumes or airborne particles, loud noises, and ultraviolet light. Also part time exposure to a typical office environment.

*The above statements are intended to describe the essential responsibilities of persons assigned to this role. They are not intended as an exhaustive list of all duties, responsibilities, and requirements.*

XLT commits to sharing a portion of the annual profits with all eligible Team Members, and promises to never institute a lay off.

I \_\_\_\_\_ commit to, and am responsible for, the satisfactory execution of the  
(Team Member Name)  
 primary responsibilities and essential functions described above.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

