



SPENCER PLASTICS, INC.
Job Description
Project Engineer

Page 1

Department: Engineering

Revision date: 02/29/2016

General Responsibility

- Direct, coordinate, and exercise functional authority for planning, organization, control, integration, and completion of engineering projects within area of assigned responsibilities.
- Project development; managing a part or program from drawing or CAD file to production.

Essential Duties and Responsibilities

- Participate in development and implementation of new and existing programs
- Assist team members in cross functional teams as required; Internal and External Launch meetings, Continuous Improvement
- Provide support to customer during prototype, pre-launch and production stages
- Develop and provide timelines per customer requirements
- Provide technical support to tool shop
- Work with the Quality department to provide customer with proper part layout
- Work with Tool shop to provide them with information to build a mold that will produce parts meet customer specifications
- Working knowledge of AutoCAD or similar design program
- Provide CAD support for design changes and work with customers on those changes
- Provide CAD support for any in-house projects
- Evaluate and approve design changes, specifications and drawing releases from customer
- Work with customer engineers and project managers
- Control customer part prints and math models
- Provide help in the quoting of customer projects
- Closely analyze parts and molds to be sure they meet customer specifications
- Read, analyze, write and interpret technical procedures, reports, correspondence and manuals
- Effectively present information and respond to questions from customers
- Work in conjunction with Plant Manager on Customer RFQ's

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Page 1 of 2



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Page 2

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- Work with Administrator in procuring new business in the private and government sectors
- Product and process analysis with the ability to recognize and recommend new and emerging technologies and methods
- Perform other assigned duties as requested by management

Education and Experience

- Bachelor's Degree or equivalent work experience
- Excellent written and verbal communication
- Technical training in design
- Working knowledge of geometry, probability and statistical inference
- Computer skills including familiarity with Micro Soft Operating Systems and programs, AutoDesk, Solid Works, Excel
- 5+ years manufacturing experience
- Experience with GD&T Tolerancing

Physical Demands

- Ability to sit for long periods of time
- Ability to hands and fingers for keyboarding, drawing and handling parts
- Ability to occasionally lift over 50 pounds
- Excellent depth perception, focus, and general vision

Work Environment

- Ability to safely work around moving mechanical parts
- Ability to work in extreme heat
- Moderate to heavy noise levels

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