

COMPANY NAME: Sargent Aerospace & Defense

JOB TITLE: Manufacturing Engineering Technician - 2nd Shift

JOB DESCRIPTION:

Purpose and Scope:

This position reports directly to the Manufacturing Engineering Manager. The purpose of the position is to provide support to the Manufacturing Engineering Department. **This position requires excellent attention to detail.** This position requires exceptional communication and organizational skills. Applicants must be good problem solvers, focused on effectiveness, organized, flexible, self-directed, and must possess excellent written and verbal communication skills. The ability to manage change and frequent interruptions are vital to this position.

Responsibilities:

- With support from M.E. team, analyzes inspection methods/plans to develop consistent results between manufacturing floor and inspection
- Coordinates the evaluation and disposition of non-conforming product
- Develops rework instructions for non-conforming product with support from team
- Participates in identifying root cause and corrective actions for non-conforming product
- Works with all support functions to ensure timeliness and accuracy of information entered into MRP system
- Prepares data into acceptable format for analysis, e.g., PivotTables and Pivot Charts
- Interfaces with internal contacts regarding material reports, enters data as prescribed by engineers, and organizes/prioritizes engineering work
- Works with team to improve routing instructions using current best manufacturing practices
- Works with MRP system to enter and retrieve data for analysis
- Creates, modifies and formats engineering documentation including bulletins, procedures and document change notices
- Develops specific plans to prioritize, organize, and accomplish assigned workload
- Maintains stock of all area supplies
- Prepares responses to correspondence containing routine inquiries
- Lead continuous improvement projects as assigned

SALARY: \$55,000

APPLICATION QUALIFICATIONS:

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities

Education and Experience:

- Associates degree in technical field or high school diploma/GED with a minimum of 2 years of manufacturing experience
- Technical and complex spreadsheet, word processing and presentation preparation skills with a high level of quality
- Knowledge of Geometric Dimensioning & Tolerance (GD&T) as well as metrology and inspection methods
- Excellent knowledge of English grammar, punctuation, and formatting of common business documents
- Manufacturing environment experience is a must
- Advanced knowledge of MS Office, specifically Excel, PowerPoint, Outlook, and Word
- Experience in multi-tasking in a demanding operating environment
- Must be a U.S Citizen
- Must be able and willing to work extra time as necessary to ensure completion of assigned tasks
- While performing the duties of this job, the employee may be required to bend, squat, sit, stand, walk, and handle objects. The employee is occasionally required to push/pull, and reach above shoulder level. The employee must be able to carry/lift up to 40 pounds and be able to rotate item being handled

HOW TO APPLY: Please apply at www.sargentaerospace.com under our Job Search or by using the following links → [Manufacturing Engineering Technician - 2nd Shift \(MANUF002685\)](#)

DATE: 5/11/2022

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