

## **JOB DESCRIPTION – MECHANICAL PROJECT ENGINEER**

**Classification:** Exempt

**Reports to:** Mechanical Engineering Manager

### **Summary/Objective**

With 90 years' experience, Gehring is the leading global honing expert producing premium products and services – because honing is our passion. To serve our expanding global market, we offer our employees an innovative and inclusive work environment where we function as a team. Everyone's goals are the same – to give our automotive OEM customers the best product possible.

The Mechanical Project Engineer will perform all activities associated with mechanical design and engineering for the machine tool industry. This includes close interaction with project teams in a positive and focused manner to realize productive results. Clear inter-departmental communication is necessary, as are frequent customer discussions. The individual must also provide accurate and high quality work with minimal supervision.

### **Essential Functions**

- Develops project objectives by reviewing project proposals and plans;
- Confers with management
- Determines project responsibilities by identifying project phases and elements
- Assigns personnel to phases and elements
- Reviews bids from contractors
- Determines project specifications by studying product design, customer requirements, and performance standards
- Completes technical studies
- Prepares cost estimates
- Confirms product performance by designing and conducting tests
- Determines project schedule by studying project plan and specifications, calculates time requirements, sequences project elements
- Maintains project schedule by monitoring project progress, coordinating activities, and resolving problems
- Controls project plan by approving expenditures and administering contractor contracts
- Prepares project status reports by collecting, analyzing and summarizing information and trends and recommending actions
- Maintains a safe and clean working environment by enforcing procedures, rules, and regulations
- Maintains project database
- Maintains product and company reputation by complying with federal and state regulations
- Contributes to team effort by accomplishing relating results as needed

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Competencies**

- Design and analytical skills
- Project management
- Manufacturing methods and procedures
- Process improvement
- Auto CAD and Solid Works proficiency
- MS Office proficiency
- Flexibility
- Teamwork Capacity
- Communication Proficiency

**Work Environment**

This job operates in an office and shop floor setting. This role routinely uses standard office equipment such as computers and specialized engineering equipment such as plotters.

**Eligibility**

Candidates must be legally eligible to work in the United States of America.

**Relocation Assistance**

Yes

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is a largely sedentary role with long periods of sitting.

**Required Education and Experience**

- B.S. in Mechanical Engineering or equivalent, 10 years' related experience and/or training, or equivalent combination of education and experience.

**EEO Statement**

Gehring provides equal employment opportunities to all individuals without regard to race, color, age, religion, national origin, sex (including pregnancy and conditions related to pregnancy), genetic information, disability, height, weight, citizenship, sexual orientation, transgender status, misdemeanor arrest record, marital or veteran status and any other statuses protected under federal, state, or local law. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, job assignment, leaves of absence, assignment of work, compensation and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

**Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.