



# Job Description

“Category A Personnel”

**POSITION TITLE:**

Industrial Engineer, Data Analyst

**REPORTS TO:**

Chief Operating Officer

**DEPARTMENT:**

None

**DATE CREATED:**

11/28/18

### MAJOR PURPOSE OF POSITION:

The Industrial Engineer & Data Analyst will be responsible for evaluating and optimizing production and business processes at L.A. Gauge Company. The individual will analyze existing production and business data, implement systems and processes to improve data gathering, and lead projects to improve processes based on data-driven conclusions.

### JOB FUNCTIONS:

1. Collect and report out production and business performance using L.A. Gauge systems, including Epicor ERP system, production scheduling software, machine utilization software, and other spreadsheet logs
2. Design, develop and execute projects to improve production quality and on time delivery. This will include identifying and prioritizing initiatives based on data, collaborating with departments (including contracts, engineering, manufacturing, production control, and quality), improving systems and processes, documenting changes, training personnel, and verifying projects have been effectively implemented

### ADDITIONAL JOB REQUIREMENTS:

#### PROJECT MANAGEMENT

Will be expected to work on projects to improve the functioning of the company. Must have ability and experience managing projects and proactively communicating progress against agreed upon deadlines

#### INDUSTRIAL ENGINEERING AND IT ACUMEN

Will be expected to be comfortable with ERP systems, databases, and information systems. Needs ability to run regression analysis, time studies, and methods analysis. Needs knowledge (or deep willingness to learn) fabrication processes such as 5-axis mill and lathe work and inspection processes with coordinate measuring machines. Needs knowledge (or deep willingness to learn) the necessary tools of Lean Manufacturing and Six Sigma, such as Value Stream Mapping

#### COMMUNICATION

Must have ability to document professional, clear, and concise communications. This includes generating correspondence memos, letters, technical reports, and presentations in a timely manner

#### REPORTING

Will be asked to regularly report forecasts, status and results based on agreed upon KPIs. Must have ability to report using software tools, including Microsoft Office, Google Docs, and ERP system

#### COLLABORATION

Must have ability to work collaboratively with all L.A. Gauge departments and partners. Expected to contribute to creating a positive work environment



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<b>DEPARTMENT:</b>	<input type="text" value="None"/>	<b>DATE CREATED:</b>	<input type="text" value="11/28/18"/>

**CORE VALUES**

Will be expected to model L.A. Gauge Company’s core values at all times:

- Attention to detail
- Full ownership
- Humbly confident
- What’s at fault, not who’s at fault
- Respect others

**KNOWLEDGE REQUIREMENTS**

B.S. degree in industrial or production engineering

**PHYSICAL REQUIREMENTS**

Can carry up to 30 lbs.

**SAFETY REQUIREMENTS**

Compliance with safety standards and policies will be graded as part of job performance

**ATTENDANCE**

Regular attendance is a required function of this position

**GENERAL INFORMATION:**

This position requires the individual be a self-starter, displaying initiative and seldom requiring assistance or instruction. Must have a solid understanding of the business as it relates to Finance, Contract Administration, Program Management, Materials & Procurement, Quality Assurance, Management Information Systems, Human Resources and basic business strategies. Additionally, this individual must be respected in the industry in order to ensure continued Customer confidence in the Company.

THIS JOB DESCRIPTION IS NOT ALL-INCLUSIVE. OTHER RESPONSIBILITIES MAY BE ADDED AS REQUIRED.

PRESIDENT SIGNATURE

DATE

DIRECTOR OF HUMAN RESOURCES SIGNATURE

DATE



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<b>DEPARTMENT:</b>	None	<b>DATE CREATED:</b>	11/28/18

EMPLOYEE SIGNATURE	DATE