

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Manufacturing Engineer  
Code: 19710  
Salary Grade: 62  
FLSA Status: Exempt  
Department/Division: Southwest Trade Adjustment Assistance Center/Institute for Economic Development  
Reports To: Director, SWTAAC

---

## *Summary*

- Function: To provide service to clients regarding the design and implementation of production process improvements with a focus on “green” production and sustainable development.
- Scope: Responsible for managing client portfolios and providing services in the evaluation of current production methods and the recommendation and implementation of “green” production improvements.

## *Duties*

- Typical:
  1. Meets with clients, assesses current systems, processes, and facilities and prepares diagnostic analyses and adjustment plans.
  2. Identifies viable projects and consultants. Develops and oversees scopes of work and implementation plans. Prepares contracts and monitors consulting projects.
  3. Works with consultants to manage and implement projects. Acts as a liaison between clients and consultants.
  4. Analyzes financial and technical data. Provides reports and information in support of projects and client work.
  5. Coordinates with subject matter experts and industry experts to determine and develop standards for “green” certification. Collaborates in the development and delivery of training to outside clients.
  6. Coordinates SWTAAC services with other federally funded programs.
  7. Performs other duties as assigned.
- Periodic:
  1. Attends meetings and presents at local, regional and national seminars, conferences and professional events.

### *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in Mechanical Engineering, Industrial Technology, Industrial Engineering, Civil Engineering, or Business Administration from an accredited institution.	Master's degree in Engineering or Industrial Sciences from an accredited institution.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	Leadership in Energy and Environmental Design (LEED) Certification.

### *Experience*

<b>Required</b>	<b>Preferred</b>
Three years of manufacturing experience including at least one year of supervisory experience in manufacturing, business turn-around management, or as a consultant to a manufacturer.	Five years of similar experience in manufacturing production and design with at least three years of supervisory experience. Experience with sustainable design and/or "green" manufacturing processes.

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Personal computer, Microsoft Office Suite, project management software and standard office equipment.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Travel throughout Texas, Oklahoma and Louisiana.

### *Supervision*

<b>Received</b>	<b>Given</b>
Determines own work methods and solves problems utilizing technical and specialized knowledge and experience resulting in minimal supervision while work is in process.	May directly supervise students or support staff.

### *Accuracy*

Proficiency in all phases of the duties performed.
--

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.