

Job Description- Production Estimator

Job Overview:

The Production Estimator will be responsible for performing necessary steps and processes to accurately estimate the production of new components (ie. job orders) as assigned by the Director, Engineering. The position involves completing complex design-to-production analysis that will accurately identify and predict all phases of production including design, workflow, and output. The Production Estimator must work collaboratively with others on the Engineering team to assure all phases of development and production are accurate, ensuring proper staffing, expenses, and related considerations can be attained in the creation of new components. The responsibilities of our Estimators are critical to the efficient production of quality product to meet customer needs and production goals while also helping achieve company goals and positively impacting the company mission.

1-2 years CNC machining with specific quoting/proposal experience in a manufacturing environment required. Micro-Estimating software experience preferred.

Essential Functions:

1. Analyze Proposals

1. Work with Engineering team to fully understand intended component specifications and related factors
2. Identify all production demands and machining requirements that may necessitate additional equipment, space, labor, etc.
3. Introduce ways to reduce expense, improve procedures, etc. in the production of components without negatively impacting component output
4. Evaluate and adjust processes and/or procedures to improve productivity

2. Create Estimates

1. Systematically analyze component specifications to fully understand and develop the process flow
2. Create necessary measurements, adjustments, and machining standards
3. Align with existing equipment and processes

3. Maintain Records

1. Create and maintain accurate, detailed records of the efforts undertaken to create the estimates for new work. This information shall remain confidential and will be maintained in the quoting database.

4. Miscellaneous Duties

1. Participate on appropriate Tuson teams by providing information, input, ideas and suggestions to solve problems, improve products or services, identify concerns, etc.
2. Participate on cross-functional teams or problem-solving teams as assigned
3. Maintain and improve knowledge and skills by investigating, reading, attending training, etc.
4. Refer problems or concerns to your supervisor in a timely manner
5. Understand and follow all safety rules and standard operating procedures.
6. Maintain good internal customer relations through helpful and courteous interactions
7. Perform necessary housekeeping and maintenance duties while keeping a neat, clean, and safe work environment
8. Contribute to the production of quality product by performing all work according to directions and as efficiently as possible
9. Provide input into the continuous improvement of products, processes, and procedures to provide the highest quality product and best service to external customers
10. Volunteer for special assignments, provide suggestions and information, complete related training, and assist in the training of others as appropriate

Knowledge, Skills and Abilities:

- Strong understanding of and experience with CNC machines
- Good communication and ability to explain complex mechanical content is required to share critical safety, production procedure, and technical information
- Good mathematical ability, analytical skills, and decision-making abilities are required to perform work of a Production Estimator
- Ability to follow verbal and written instructions and work independently to complete assigned goals
- Ability to lift and manipulate light loads frequently and medium to heavy loads on occasion
- Good visual acuity and hearing ability
- Versatility and flexibility to perform a wide variety of duties and special assignments with a willingness to be an active team participant
- Good organizational skills

General Requirements:

- Post high school industrial or mechanical estimating is required (1-2 years minimum)
- Ability to safely and efficiently reach, handle, finger, lift/manipulate, tools and/or other items as needed
- Ability to safely move about the production or other areas freely; stand, bend, kneel, stoop, twist, and/or squat as needed

- Ability to lift and exert forces up-to 25 lbs. on an occasional basis and 50 lbs or more occasionally, as needed
- Ability to utilize a variety of standard office equipment such as, multi-line phone system, copy/fax/scanner, computer, etc.
- Ability to work safely and be a reliable Tuson employee contributing to our mission

Goals:

- To promote a team focused, humanistic, positive work environment which creates opportunity for continuous improvement and personal growth
- To supply all customers, both internal and external, with a value-added product that is superior to all competition
- To maximize capacity by improved use of human and technological resources for adequate return on assets and profits
- To lead the industry in manufacturing of critically machined, close tolerance components, and subassemblies
- To utilize all resources associated with manufacturing in an environmentally responsible way

Note: Statements included on this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to this job. The statements should not be construed as exhaustive list of responsibilities, duties, and skills required.