



Position Description

Position Title: Mfg. Planner I
Department: Manufacturing Engineering
Location: San Antonio
FLSA:
Reports to: Director of Production
Last Revision Date: 01/2013

Summary of Position

The role of the Manufacturing Planner 1 is to develop and maintain the manufacturing bill of material (MBOM) and, create and maintain assembly work instructions within engineering drawing limits. Utilizing textual and graphic instructions develop and maintain efficient detail, sub assembly, assembly and installation planning, and analyze and develop tooling requirements and tool work orders to support the manufacturing assembly and installation processes.

Education:

- High school diploma or equivalent, some college preferred.

Skills and Abilities:

- 2 - 8 years of aircraft manufacturing experience is preferred.
- Ability to read and interpret all classes of engineering drawings.
- Knowledge in populating and maintaining a manufacturing bill of materials in an MRP II system.
- Knowledge of Product Lifecycle Management software.
- Proficiency in MS Office applications such as Word and Excel and the use of Access.
- Demonstrate professionalism and have effective oral and written communication skills.
- A self starter with good analytical skills and the ability to work in a team environment.
- Coordinate change incorporation and optimize processes for production implementation.
- Exhibit good decision making skills and the ability to improve production processes.

Essential Functions:

1. Maintain aircraft fabrication, assembly, sub assembly and installation plans.
2. Create and maintain tool work orders to facilitate manufacturing processes.
3. Provide liaison support for production floor via work instruction and MBOM modifications.
4. Participate and incorporate Lean Manufacturing initiatives.
5. Perform other tasks as directed by Supervision.

Environment:

- Position may require exposure to hot and cold working conditions within an aircraft hanger, in addition to moderate to extreme noise conditions.



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Physical Demands:

- Frequently lifts, carries, moves and positions objects weighing up to 25 pounds unassisted, when performing essential job functions.
- Typically, bends, stoops, crouches, ascends, and descends on a regular basis, when performing essential job functions.
- Constantly observes, assesses, inspects, communicates, detects, conveys, and exchanges information, when performing essential job functions.