



Position Description

This document is designed to describe the position, its purpose, reporting relationships, key metrics and accountabilities, or expected outcomes. This information is used to determine compensation levels, organize work responsibilities and in the interview process, both for selection and for development.

POSITION TITLE Tooling Design Engineer	APPROVED BY
ORGANIZATION MSSG	DATE PREPARED June 2006
LOCATION Japan/Korea/China	PREPARED BY

A. KNOWLEDGE AND EXPERIENCE

What is the level and field of formal education and/or prerequisite experience required to acceptably perform the responsibilities of the position?
example: Bachelors degree in Business Administration or Economics or equivalent experience and a minimum of five years experience in multiple areas of accounting.

Degree in Mechanical Engineering. Min. 2 years of relevant technical experience in machine tool industry. Experience in CAD design.

B. KEY ACCOUNTABILITIES

Summarize the top 4-6 regular key accountabilities of the job. Begin with action verbs.
example of one statement: Prepare an annual sales forecast, consistent with product group marketing goals and sales management guidance. Include estimates of sales costs, values of sales, anticipated delivery schedule, gross profit and overall budget for each product.

	ACCOUNTABILITY	Estimated % of total job time
1	<p><u>Design and Drafting</u></p> <ul style="list-style-type: none"> Create detailed assembly, assembly/manufacturing and manufacturing drawings of medium complexity. Medium proficiency in the creation of layout drawings. Revise drawings as required. <p><u>Utilization of the following</u></p> <ul style="list-style-type: none"> CAD system with medium to high degree of proficiency. Kennametal drafting standards. Kennametal design practices. Accepted dimension and tolerance practices. ANSI and ISO standards as required. Design support information, such as: CAD global library, historic references, and standard product design. <p><u>File Maintenance</u></p> <ul style="list-style-type: none"> Update CAD archive to latest drawing revision. Maintain latest revision of drawings in reprographics department. 	<p>75%</p> <p>10%</p>

	<u>Outside Contact</u> <ul style="list-style-type: none"> Daily contact with sales representatives and customers 	10%
	<u>Interdepartmental Support as required</u> <ul style="list-style-type: none"> Reprographics Customer Service Product and Inventory Control Manufacturing Engineering Applications Engineering Product Manufacturing 	5%

Use additional pages as necessary to fully describe the position accountabilities

Competencies

Competencies are skills or abilities required to perform a specific task or job to achieve a defined outcome. Select the competencies necessary for success in the position from the Kennametal Competency Directory.

Competencies for this position:

Kennametal Leader Profile (For supervisory and management positions):

Performance Driven

Leadership

Communication

Practical Judgment and Disciplined Problem Solving

People Selection

Managing Performance

Other Competencies (8-10 refer to Kennametal Competency Directory)

Integrity

Organization and Planning

Creativity & Innovation

Teamwork

Customer Focus

Persuasion

Strong technical competency

Performance driven. Task and result oriented