Advance Auto Parts
Position Description

Job Title: Industrial Engineering Tech (IE Tech)
Department: Corporate Logistics (DC’s & PDQ’s)
Reports To: Industrial Engineer
FLSA Status: Non-exempt
Job Grade: 11
Job Code: DC0028
Prepared By: HR Logistics
Prepared Date: January 2011

SUMMARY
The Industrial Engineering Tech assists the Industrial Engineer in facilitating, planning, and implementing improvements to the product flow through: 1) Data analysis; 2) Methods observation and process improvement; 3) Maintaining or developing work standards or realistic expectations; and 4) Maintaining and Trouble shooting Labor Management System Data

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform duties and functions within the facility at the direction of the Industrial Engineer

Meet with IE, Operations Manager, Asst. DC or DC Manager to discuss and review the opportunity areas and work load. Includes projects, slotting, observations, and methods improvements

Fully understand all facets of the Operation

Address method changes as they result to standards

Analyze data discrepancies within LMS

Assist in planning slotting changes through analysis of velocity data. Assign tasks as necessary to ensure movements are completed

Keep the work-flow moving through the department

Ensure the team members have all of the necessary tools to do their jobs

Be constantly available in work location to assist as needed and resolve issues as required

Regularly communicate with the facility management on issues that arise

QUALIFICATIONS
To perform this job successfully, an individual must have an introductory understanding of industrial engineering principles and techniques. They also must have an intermediate proficiency in mathematical functions using MS Excel. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
Must be at least 18 years of age
Flexible to work in various shifts, departments and locations as required
Overtime as required
Weekends as required
Holidays as required

EDUCATION and/or EXPERIENCE
Prefer an Associate Degree in Industrial Engineering or similar.

SUPERVISORY RESPONSIBILITIES
None

CERTIFICATES, LICENSES, REGISTRATIONS
Post hire certifications may be required to comply w/ safety standards as mandated by law to operate machinery or equipment.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.