



## Gilmore - Job Description

**Position:** Cost Analyst II  
**Reporting Line:** VP Operations  
**Department:** Operations  
**Facility:** Lumpkin Rd.  
**Location:** Houston, TX  
**FLSA Status:** Exempt  
**Work Status:**  Direct  Indirect  
**Mercer ID #:**  
**AX Hay Grade:**

### Company Overview

**Gilmore** is an international energy product and services company specialising in the provision of flow control solutions.

The company is headquartered in Houston, Texas. Gilmore markets and sells its products and service across the globe in all Oil and Gas upstream as well as industrial markets.

Our people are fundamental to the success of our organization and remain at the heart of our achievements. At Gilmore, we aim to develop our business around a valued and motivated workforce that encourages personal development and allows our people to flourish and realize their fullest potential.

### Role Synopsis

Single contributor role supporting manufacturing operations through leading the establishment of internal work order routing designs and implementation of continuous improvement projects, sustaining / improving equipment / parts, and streamlining overall processes in the manufacturing operations area.

### Essential Duties & responsibilities (includes, but not limited to the following)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions. These duties and responsibilities are not listed in order of importance.

- Advanced knowledge of manufacturing engineering principles, especially related to machining manufacturing methods, equipment, and tooling.
- Determine manufacturability (Design for Manufacturing) and help to generate costs for new products.



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- Create and maintain all manufacturing routings, labor/machine hours and 3rd party services for all manufactured products within the ERP system.
- Understanding of material structures including Bills of Materials
- Advanced knowledge of how to read and comprehend engineered drawings.
- Utilize experience with metal CNC operations to include optimal tooling & feeds & speeds
- Use machining technology to improve throughput, productivity, and efficiency.
- Conduct time studies in shop and assembly and drive cost improvements generated from these activities.
- Evaluate and manage tooling operations and implement process improvements.
- Act as a vital resource for technical questions related to manufacturing.
- Continually seek new manufacturing technology and process methods that will improve the productivity, cost, quality, and flexibility of manufacturing.
- Work with Engineering on all VAVE initiatives to improve and standardize & optimize raw material inputs into the machine shop manufacturing processes as well as oversee lean manufacturing principles in the shop.
- Develop robust, capable manufacturing processes meeting quality levels as required.
- Develop new manufacturing processes and technologies where appropriate.
- Serve, when required, as the manufacturing team leader on cross-functional projects.
- Collaborates with Cost Engineering for product standard cost management.

## Compliance Requirements

Gilmore has a Business Ethics Policy (the “Policy”) which provides guidance to employees in day-to-day roles, as well as helping the employee and the business comply with the law at all times. The incumbent must read, understand and comply with, at all times, the Policy along with all other corresponding policies, procedures and directives.

## QHSE Responsibilities

- Demonstrate a personal commitment to Quality, Health, Safety and the Environment
- Apply Proserv, and where appropriate Client Company’s, Quality, Health, Safety & Environment Policies and Safety Management Systems
- Promote a culture of continuous improvement, and lead by example to ensure company goals are achieved and exceeded

## Qualifications/Work Experience

### Education

- Bachelor’s degree in manufacturing or Industrial Engineering, SME CMfgT/E, or equivalent education



## **Experience/ Skills**

### Essential

- Ability to solve complex problems and complete multiple projects on time.
- Uses advanced problem-solving methods to make decisions.
- Applies proven technology independently.
- Must be knowledgeable about CNC milling & turning for metal machining
- Five years minimum experience in a manufacturing engineering position or equivalent.
- Outstanding project management skills.
- Must be able to meet multiple commitments in cross-functional team environments under tight deadlines.
- Strong personal computer skills with strong capability with Microsoft Office Excel
- Organizational and teaming skills to lead manufacturing efforts.
- Experience leading mid to large size manufacturing projects.
- Design for Manufacturing experience

### Preferred

- Strong ERP background and problem solver
- Experience with Microsoft AX Dynamics

## **Physical Requirements**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Capable of traveling to various facilities around the regions, as well as international locations for meetings or training as necessary and directed.
- Ability to lift and carry files, packages, boxes weighing up to fifty (50) pounds.
- Natural or corrected vision to read printed materials and computer screen.
- Natural or corrected hearing and speech to communicate in person and over the telephone.
- Capable of properly using standard office equipment, including phone, and a computer with keyboard.
- Ability to wear required Personal Protective Equipment (PPE). Includes hard hat, steel toed shoes, safety glasses, mask, etc.

## **Work Environment**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Work will mostly be performed indoors in a controlled environment. Some exposure to the manufacturing and shop areas, which are air conditioned.