



## JOB DESCRIPTION

Position Title	<b>Manager of Engineering</b>	Department(s)	<b>Engineering</b>
Direct Report(s)		Revision/Approval/Date	<b>Rev A / October 17, 2011</b>
Pay Schedule		Pay Type	<b>Exempt</b>

### JOB SUMMARY

The Manager of Engineering has primary responsibility for overseeing the following areas within the company:

- Customer Engineering
- Product Quoting
- New Product Introduction
- Configuration Management
- Manufacturing Engineering
- Test Engineering

The Manager of Engineering oversees all aspects of the company's technical interaction between the customer and the internal technical team. This person is also responsible for ensuring that products are accurately and effectively reviewed through the quoting process, through NPI development and through production implementation. The Manager of Engineering also oversees and manages all ECN changes from the customer through all internal EET processes through configuration management and directs resolution of critical technical issues. This position is also responsible for maintaining the efficiency and effectiveness of manufacturing through monitoring and managing the manufacturing engineering and test engineering functions. As such the candidate must have strong technical knowledge and experience related to design, development, and manufacturing, as well as organizational, leadership, and financial management skills. He/she is responsible for ensuring product fit in the EET manufacturing model and managing the product throughout the lifecycle.

The Manager of Engineering, working with Program Management, will be the initial contact with the customer, and will coordinate with internal technical resources to ensure the project is correctly quoted, planned, scheduled and executed. As the project moves from the quoting stage to the development stage, the manager will ensure the appropriate internal technical resources are available and assigned to complete technical tasks as required.

The Manager of Engineering must be a leader and a problem solver. He/she must use their technical knowledge to ensure the product design is maximized for effective production, as well as ensure that critical product related issues are resolved effectively. He/she should be able to organize many details and manage multiple priorities related to customers and planning. He/she must be able to communicate with cross functional personnel and management with equal effectiveness and professionalism.

Candidates must have excellent communications skills, be metric driven, show high initiative, be self-motivated and have the ability to act independently to resolve issues on technical matters. Must be skilled in MS Office applications, have experience with generating design documentation, have an ability to write technical reports and proposals, provide cost and schedule estimates and participate in teams.



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### RESPONSIBILITIES

- Leads Technical project managers who are the primary technical contact for project development and problem solving.
- Analyzes system requirements, capacity, cost, and customer needs to determine feasibility of a project and development plan.
- Drives effective product quoting & pricing adjustments to ensure company profitability.
- Leads Configuration Management (ECN).
- Leads product design (DFX)
- Leads New Product Introduction (NPI)
- Leads Test technician team to identify, fabricate, and support test fixture requirements.
- Drives technical problem resolution (test capacity, capability, design issues, etc.) related to customer and product design.
- Drives customer interaction & support (technical, DFX, support)
- Owns all released products through “end of life”.
- Drives capability studies.
- Partner with co-workers, customers and vendors to discuss existing and potential engineering projects or products.
- Oversees preparation of engineering drawings and specifications for construction, relocation, and installation of manufacturing equipment and facilities.
- Determine capital equipment needs.
- May be asked to perform other duties at a lower or higher level of proficiency or not related to this classification on occasion.

### EDUCATION / EXPERIENCE REQUIREMENTS

- Bachelors Degree in Engineering from an accredited college or university or equivalent experience.
- 5-12 years experience in related field required.
- ISO/TS 16949 experience preferred.

### SKILLS AND ABILITY EXPECTATIONS

- Good organizational and communication skills.
- Proficiency with computer software programs (Microsoft products, AutoCAD), Aegis Preferred.
- Thorough understanding of the quality management system.
- Ability to work under pressure, multi-task, set priorities and meet strict deadlines.
- Good customer service/phone skills and flexibility for handling a wide range of activities.
- Demonstrates time management skills.
- Using logic and reasoning to offer solutions to problems.
- Teaches others new processes and procedures.



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### EXPECTATIONS

- Set the example by actively contributing to department and company goals.
- Clarify expectations and seek additional training as needed.
- Build quality into work. Ensure processes are consistent with quality objectives. Be aware of current quality levels versus target levels.
- Develop and achieve departmental/company goals and controls. Make suggestions for improvement in areas of cost reduction, processes, quality and productivity.
- Maintain a clean and safe work area.

### PHYSICAL REQUIREMENTS:

- **Temperature:** 65 – 75 degree
- **Humidity:** Normal
- **Other Hazards:** None (poor ventilation, chemical, electrical, etc.)
- **Percentage of time spent outside:** 0%
- **Protective Clothing Required:** ESD Smock
- **Physical Activity:**

Sit – 50%	Stand - 15%	Walk – 20%	
Squat - 1%	Bend - 2%	Twist - 2%	Lift – 5%
Kneel - 1%	Drive - 2%	Climb - 1%	Crawl – 0%
- **Reach above shoulder - 1%**      **Other - \_%**
  
- **Maximum consecutive time during the normal workday for each activity:**

Sit – 230 min	Stand - 30min	Walk – 30 min	
Squat - 10min	Bend - 20min	Twist - 20min	
Kneel - 10min	Drive - 180min	Lift – 30 min	Crawl – 0min
Reach above shoulder: 10min	Push - 0min	Pull - 0min	
  
- **Tools/Equipment Used:**

1-33%	34-66%	67-100%
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Computer/Office		X	
Test Equipment	X		
Production Equipment	X		



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**Repetitive Use of Hands & Feet:**

	Not Req'd	Occasional	Frequent	Continuous
Simple Grasping				X
Pushing/Pulling		X		
Typing/Data Entry			X	
Fine Manipulation		X		
Repetitive use of foot in operating machine controls	X			

**Sensory Requirements:**

Weight required to be manually lifted each normal work day:

(Occasional = 1-33%, Frequently = 34-66%, Continuous = 67-100%)

	Not Req'd	Occasional	Frequent	Continuous
Up to 10 pounds			X	
Up to 20 pounds		X		
Up to 35 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

**Lifting and Carrying:** Files and documents, Production tools & equipment.