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## **JOB DESCRIPTION**

### **Title**

Engineering Manager

### **Status**

Exempt, Full Time

### **Reports To**

Vice President

### **Job Summary**

The Engineering Manager will be responsible for managing a Team of Engineers as well as projects from inception through sign-off. The Engineering Manager is responsible for the profit and loss of individual projects, completion of projects within specified dates and establishing and maintaining a professional relationship with leadership, subcontractors, regulatory agencies, and project stakeholders. The duties include hiring, training, and technical direction and support of all projects.

### **Duties and Responsibilities**

- Making determinations for equipment, staff, and training needs.
- Hiring and supervising staff.
- Leading research and development projects that produce new designs, products, and processes.
- Checking teams work for technical accuracy.
- Coordinating work with other managers and staff.
- Provide overall management of projects from concept to completion including planning, estimating, engineering, procurement, design review, construction management, commissioning, and buy-off.
- Develop and monitor project schedules, manage scope, and control project costs.
- Assist with internal project financials, staffing, risk management, change management, and human resource issues.
- Serve as primary point of contact with the client regarding efforts such as client coordination, strategic planning, master scope management, budget finances, subcontracting, project staffing, facility support, and schedule attainment.
- Manage all aspects of project communications.
- Develop and implement project policies and procedures, establish project controls systems and implement the project execution plan.
- Work closely with the project team to ensure deliverables and services are being provided to client's satisfaction and that projects are following internal QA/QC guidelines.

- Report regularly on progress, cost and schedule metrics, procurement issues, safety or environmental concerns, design questions, potential impacts, and any issues requiring office support.
- Must have ability to deal effectively with a wide variety of industry, government, and military contracts on project-related matters.

### **Qualifications**

- Bachelor's Degree from an accredited college or university.
- Minimum 5 years of proven experience managing successful assembly automation projects.

### **Preferences**

- Either electrical or mechanical engineering background.
- High-energy, self-motivated, willing to take on responsibilities across functions & team boundaries, and drive assigned tasks to closure.
- Influence/communication and negotiations skills.
- Strong oral and written communication skills.
- PE or PMP preferred but not required.
- Prior experience managing projects for an OEM.
- Understanding of business operations & manufacturing industry.
- Program / Project management skills with horizontal teams.
- Strong interpersonal and leadership skills; supervisory role experience.
- Strong quantitative and analytical skills, strong PC and database management skills.
- Ability to work well under tight deadlines and frequently changing priorities.
- Strong oral and written communication skills.

### **Performance Measurements**

Performance will be measured by:

- Customer satisfaction with end results and overall experience.
- Meeting or improving required schedules.
- Meeting or exceeding quality standards and specifications.
- Meeting or improving budgeted project estimates.
- Ability to lead and motivate cross functional teams.
- Continuously demonstrate and promote a culture of ownership thinking.

### **Direct Reports**

All engineering personnel.