



Draft Job Description – Engineering Manager

Last Updated: 05/16/11

Purpose & Scope

Engineering Manager is an expert facilitator and motivator who is comfortable leading cross-functional teams in a high-pressure and dynamic environment. The individual will be responsible for product management and engineering to continuously improve systems, processes, and production. The Engineering Manager will interact with Customers, Quality, Manufacturing, Customer Service, Sales and Senior Leadership.

As Engineering Manager, you will plan, direct, and coordinate work of the Engineering Staff, managing design, product life cycles and Manufacturability to get high-quality products built, tested, released on time and on budget. You will need excellent communication skills to be the center point of contact for all questions about project schedules, quality, and progress updates. You will be responsible for identifying and managing risks, and display business acumen in recommending trade-offs between competing priorities.

Duties and Responsibilities

Responsibilities:

- Manage Engineering Staff including Project Engineer, Manufacturing Engineer, Process Engineer, Tooling Manager, Maintenance Technician, Engineering Process Control
- Manage technical projects and programs
- Promote best practices among teams and drive and develop training for process, tool improvements, automation and continuous improvement.
- Work with engineering to develop and track release milestones and schedules through Pre-Production Planning process
- Manage communication of progress/status within the core team and external to the team (customers, partners, etc); escalate issues as necessary
- Support Dymotek to insure on-time delivery and adherence to policies, procedures, quality standards (ISO-9001)
- Work with Quality Manager to reduce cost of quality and customer complaints
- Establish department goals and supporting metrics based on company objectives
- Work with Senior management to develop annual manufacturing operation budget and monitor, analyze and adjust as necessary

Requirements:

- Strong analytical and problem solving skills with a high attention to detail
- Drives deadlines, dynamic and fast moving environments
- Team player and great interpersonal skills at all organizational levels

- Self-directed, has initiative and is a great multi-tasker

Organizational Relationships

Reports to Executive VP & General Manager. Works closely with Shift Managers, Scheduling, Customer Service, Sales and others as necessary regarding engineering issues.

Working Conditions

Normal manufacturing conditions requiring safety observation at all times.

Education & Training

College Degree – Engineering or equivalent work experience

Technical Knowledge Skills & Experience

10 years plus experience in engineering and management with proven track record. Technical knowledge must include;

- Computer skills (Office and Solid Works).
- Automation
- Work flow
- Lean, Kaisen, 5s,
- Six Sigma,
- Quick Mold Changes or Job Changeovers,
- Mold Design and Mold Processing

Managerial Skills & Experience

This position requires management of all engineering personnel and engineering activities. Other skills needed include being decisive, broad minded and observant/detail oriented. Good people and communication skills as well as possessing leadership qualities are important.

Special Requirements (Physical, etc)

N/A

Quality Management System Requirements

- All employees are responsible for knowing the Quality Policy Statement, how their job supports the statement and quality objectives.
- All employees are responsible for product identification.
- Refer to 'Document/Job Function Matrix' (a cross reference of all ISO documents with job titles) for specific documents related to their job positions.