



## JOB DESCRIPTION

### **Engineering Manager**

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REPORTS TO: Vice President Engineering  
POSITION TYPE: Full-Time  
CLASSIFICATION: Exempt

#### **JOB FUNCTION:**

Managing the Engineering team to provide the necessary support and guidance needed to meet internal and external engineering requirements and streamline processes for both standard and custom products.

#### **QUALIFICATIONS:**

##### **A. Education / Experience**

1. Bachelor's or Masters of Science Engineering degree from four-year college or university.
2. Ten years minimum experience as a manager or project manager of engineering team.
3. Exposure to manufacturing environment.

##### **B. Specific Job Knowledge**

1. Mechanical design knowledge, sheet metal background desired
2. General electrical system knowledge
3. General ERP knowledge for item master and Bill of Material generation
4. General knowledge of engineering systems, PLM, CAD
5. Microsoft Office Suite, with focus on Excel and database

#### **DESCRIPTION OF DUTIES:**

##### **A. Duties**

1. Conducts engineering project planning to ensure the organization meets customer product requirements and expectations.
2. Responsible to obtain and monitor all 3<sup>rd</sup> party product certifications requirements (i.e. UL, etc.)
3. Maintains and continuously improves PLM system and engineering tools and processes for effective use.
4. Proactively reviews engineering projects and custom product schedule.
5. Assist Manufacturing as needed for project and change order implementation.
6. Supports sales activities, new product introduction, and other customer demand fulfillment activities.
7. Performs as needed tasks such updating information such as performance indicators, engineering targets, periodic planning reports, or other requirements.
8. Effectively manages the activities for, and growth of, the department staff including maintenance tasks such as payroll, vacation planning, policy communication and training.



**B. Responsibility**

1. Accurate maintenance of standard product lines.
2. Reviews all custom project files for completeness and 3<sup>rd</sup> party approvals.
3. Reviews all technical documentation related to standard and custom products.
4. Oversees all standard and custom product performance and safety conformity.
5. Develops and continually improves necessary procedures, work instructions and training for the department team to effectively carry out engineering activities.
6. Works with a minimal amount of supervision.
7. Follows all safety rules; including using all recommended personal protection equipment.
8. Regular attendance and punctuality.

**ESSENTIAL FUNCTIONS:**

**A. Mathematical Skills**

1. Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals.

**B. Reasoning Ability**

1. A team player that can relate to people at all levels of the organization
2. Practice and apply excellent communication skills
3. An energetic, forward-thinking and creative individual with high ethical standards and a positive professional image.
4. Be flexible and able to function comfortably in a fast paced, constantly changing environment.
5. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
6. Apply common sense understanding to carry out detailed and written or oral instructions.
7. Solve problems involving a few concrete variables in standardized situations.

**C. 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.

1. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.
2. The employee must occasionally lift and/or move up to 25 pounds.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus

**Employee Name (Print)**

**Date**

**Employee Signature**

**Date**