



**Job Title:** Engineering Manager      **Prepared By:** Roger Fellows  
**Department:** Engineering      **Prepared Date:** 3.3.2022  
**Reports To:** VP of Ops. & Engineering      **Approved By:** Roger Fellows  
**FLSA Status:** Exempt

**Summary:**

The Engineering Manager will oversee and coordinate the daily activities of the engineering staff while ensuring that company objectives and goals as established and set by the V.P. Operations & Engineering and President are achieved. Carry out supervisory responsibilities in accordance with company's core values, policies, and applicable laws.

**Supervisory Responsibilities** including the following.

- Recruit, interview, hire, and train engineering staff.
- Oversee the daily workflow of the department.
- Provide constructive and timely performance evaluations.

**Essential Duties and Responsibilities** including the following.

- Lead and coordinate various multi-disciplinary engineering functions including, sustaining engineering, testing, manufacturing engineering, and the transition of new products from development to production.
- Facilitate communication among clients/customers and engineers, ensuring specifications, budgets, and deadlines are clearly communicated and understood.
- Serve as project manager for multiple projects, creating timelines and cost projections, organizing collaborative meetings, and ensuring projects comply with specifications, timelines, and budgets.
- Review work and projects for technical accuracy.
- Establish, implement, and maintain engineering policies, procedures, and standards including Engineering Change and Revision Control, and Obsolescence Management.
- Prepare and execute departmental budget.
- Negotiate contracts with outside vendors.
- Maintain knowledge of new engineering trends, developments, technologies, materials, and engineering best practices; apply this knowledge to continually improve the engineering processes, product lines, and production efficiency.
- Assist in the Technical Training of Sales and Service Staff.
- Perform other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential

duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education, Experience, Training or Skills Required:**

Requires a bachelor's degree in Engineering and 10 years of experience in engineering positions including 3-5 Years of management responsibility. Experience with implementation and maintenance of Manufacturing ERP systems. Ability to rely on extensive experience and judgment to plan and accomplish goals. Perform a variety of tasks. Lead and direct the work of others. A wide degree of creativity and latitude is expected.

**Skills & Proficiencies:**

- Thorough understanding of engineering theory and design criteria.
- High level of proficiency with electro-mechanical systems and integration.
- Solid understanding of software development process and techniques.
- Thorough understanding of applied math and physics.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software.
- Proficient with computer-aided drafting (CAD) software.
- Proficient in Conflict Management
- Strong Business Negotiation Skills
- Excellent Written and Verbal Communication Skills
- Outstanding Team Skills: demonstrated ability to build and make a strong contribution on a High Performing Team.

Language Ability

Ability to read, interpret, and comprehend blueprints, technical and procedure manuals, short correspondence, and memos. Ability to write routine reports, analysis reports, correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability & Reasoning Ability

Strong analytical and mathematical skills. Ability to solve practical yet complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

Strong Basic computer skills and familiarity with MS Office.  
Proficient with computer-aided drafting (CAD) software.  
Experience with Manufacturing ERP Systems

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position will work in a varied environment including a standard office environment with desktop business equipment and frequent telephone calls. As is common in a small manufacturing business, hands on work on the shop floor will be required. Noise level is moderate. Some international and domestic travel will be required to visit customers and attend industry conferences and events.

**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.

While performing the duties of this job, the employee is regularly required to sit for long periods of time and move to various locations. The employee must constantly reach with hands and fingers, frequently lift 25lbs, and use a computer. Employee must be able to work in close contact with small and large groups. Frequent communication is required.