

Job Title: **MANAGER-ENGINEERING**

SUMMARY

Directs Engineering activities of the assigned function or department within the organization.

ESSENTIAL FUNCTIONS

- Develops and conducts work programs in accordance with company's policies, priorities and budget constraints.
- Provides technical oversight and assistance to other departments as required.
- Reviews proposals of outside vendors regarding the purchase of new or modernization of existing production/processing equipment.
- Plans, conducts and "leads and directs" projects; serves as a technical expert.
- Develops technical capability of business unit management and team member staff.
- Implements a successful vision/strategy, through strong leadership skills.
- Develops or approves recommendations to change systems, policies and procedures; ensures timely and accurate implementation.
- Participates in department and interdepartmental planning and management teams and works cross-functionally to improve processes within the organization.
- Participates in the development and maintenance of operating budget and capital spending plan.
- Identifies and obtains staff capabilities needed to accomplish objectives.
- Monitors and ensures achievement of performance goals and objectives either directly or through subordinate staff.
- Oversees and handles projects that have short to long term focus.
- Balances planning efforts with day to day demands.
- Ensures GMP.
- Ensures employee conformance to established best practices and proper training of staff.
- Responsible for understanding and complying with applicable quality, environmental and safety regulatory considerations. If accountable for the work of others, responsible for ensuring their understanding and compliance.
- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

SUPERVISORY RESPONSIBILITIES

Develops, coaches and mentors subordinate staff. Conducts performance evaluations; recommends salary adjustments; rewards employees or takes disciplinary action, as necessary; addresses complaints and resolves issues.

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- High school diploma or State-issued equivalency certificate.
- Bachelor's degree plus 5 years of Engineering or Manufacturing experience to include supervisory, managerial, or project management experience reflecting increasing levels of responsibility; or 9 years of Engineering or Manufacturing experience to include supervisory, managerial, or project management experience reflecting increasing levels of responsibility.
- Knowledge and understanding of statistical concepts.
- Experience effectively presenting information to management.
- Experience defining problems, collecting data, establishing facts and drawing valid conclusions.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Engineering or Business Administration plus 8 years of experience in Engineering or Manufacturing to include supervisory, managerial, or project management experience reflecting increasing levels of responsibility.
- Master's degree.
- Experience with MS Word, Excel, Access, PowerPoint and Project.
- Experience with Mini Tab.
- Experience reading, analyzing and interpreting common scientific and technical journals, financial reports and legal documents.
- Experience responding to common inquiries or complaints from customers, regulatory agencies or members of the business community.
- Experience applying mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.
- Experience working with all levels and functions within the Company.

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 talk or hear. The employee frequently is required to use hands to finger, handle or feel, reach with hands and arms and taste or smell. The employee is occasionally required to stand, walk, sit, climb or balance and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock and vibration. The noise level in the work environment is usually loud.