

ENGINEERING PROJECT MANAGER

JOB SUMMARY

This position is responsible for facilitating engineering projects (new products, modifications to existing products, and custom projects) through the design cycle, ensuring that they are ready for manufacturing. This position coordinates all aspects of R&D projects, custom projects and new products, until the products are ready for production. This includes working with Engineering, Manufacturing, and Marketing to ensure thorough communication and timely delivery.

This position reports to the Chief Executive Officer.

ESSENTIAL FUNCTIONS

- Serve as the main point of contact regarding all engineering projects, ensuring accurate communication between Sales/Marketing, Engineering, and Manufacturing.
- Anticipate and communicate potential problems and adapt to changing timelines and design specifications and/or delays that occur and implement necessary adjustments
- Develop and maintain healthy working relationships with all members of the Sales/Marketing, Engineering, and Manufacturing departments by looking for positive ways to resolve differences in opinion, by soliciting feedback, and by listening to and addressing all departmental requests.
- Manage Engineering Projects including new product development, modifications to existing products, and custom projects:
 - Work with Engineering Manager to develop a schedule for design process. Follow up weekly to determine progress on the design process (drawing stage, building prototype, testing, etc).
 - Maintain New Product Roll-Out and Product Phase-Out schedules.
 - Work with Operations Manager to determine potential costs and review quotes with Sales, Engineering, and Manufacturing to determine feasibility of project(s) (i.e. cost, price, manufacturability, shop floor workload).
 - Work with Marketing to determine product name.
 - Assist RFQ process with Procurement Team and Operations Manager with costing review for new products.
 - For R&D projects, work with Engineering, Manufacturing and Marketing to determine field testing requirements including quantities to build, outsourcing vs. in-house manufacturing, and the need for manual inserts to go with units
 - Work with Marketing and Manufacturing to determine the need for Product Phase-Out plan.
 - Work with Field Testing Sales Rep for customer line-up, scheduling, need for a Non-Disclosure Agreement.
 - Determine the need and content of New Product Evaluation forms to be included with units being field tested.
 - Work with Field Testing Sales Rep to ensure field-tested units are returned for Engineering evaluation.
 - Work with Marketing to collect, document, and share customer feedback for engineering purposes on field tested units, existing products, and new product ideas.
 - Work with Marketing, Engineering, and Manufacturing to determine forecast for first production run including annual and monthly usages and initial spikes.
 - Work with the Pricing team to ensure pricing is finalized.
 - Coordinate inventory and shipping requirements with Manufacturing for new products.
 - Facilitate and schedule New Product Roll-Out and Product Phase-Out Meetings as needed.
 - Work with Marketing and Manufacturing to determine Product Announcement Schedule and Product Release Date.
 - Assist in managing drawing folders for correct placement.
- Manage Manual Insert Update Process
 - Ensure all manual inserts are current
 - Determine if revision requires immediate replacement of current manual inserts. If so, ensure order is placed and Inventory/Production is notified.

- Ensure Customer Service Manager and Director of Marketing has reviewed all new and updated manual inserts.
- Document Engineering Department procedures.
- Organize and maintain the Engineering drawing folders to ensure correct placement.
- Coordinate the naming of drawings between Engineering and Production.
- Coordinate the updates to the Quality Assurance Manual.
- Work with Engineering Manager to develop Tool Certification process.
- Manage the ECN process by ensuring they are followed up on, closed, and archived.
- Work with StoneAge Patent Agent and/or Patent Attorney to ensure patent process is being followed.
- Fulfill any additional duties and tasks that may be assigned or required of this position.

KNOWLEDGE AND TRAINING REQUIREMENTS

The Engineering Project Manager needs to understand:

- Microsoft and Visual softwares
- Project Management Fundamentals
- Work flow through Visual and StoneAge Manufacturing processes
- How to manage multiple priorities
- How to be flexible with changing priorities.
- How to promote clear and effective communication inter-departmentally

OTHER INFORMATION

- Some travel may be required