

Job Title	Engineering Resource Manager	Date	8/5/2024
Department	Engineering	Manages Employees	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Reports To	Director of Engineering	FLSA Status (to be completed by HR)	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Revision	A		

Summary (Main Purpose)

Responsible for planning, organizing, and maintaining project schedules and technical resources by working with department managers and project managers. Coordinate with interdepartmental personnel concerning technical support issues, engineering and technical staff schedules and resource assignment.

Job Duties and Responsibilities (Essential Functions)

- Review demand vs capacity of engineers, designers, field service and test technicians and assign staff to projects based on their skills and availability needed for the task.
- Create project plans and schedules for achieving each delivery milestone.
- Set clear goals and objectives, assess progress, and instill a performance-oriented culture with a focus on accountability and communication.
- Coordinate with various disciplines within the organization (architectural, mechanical, process, structural, etc.) to collaborate, optimize, and improve work and staff sharing by participating in regular multi-discipline project meetings.
- Assist all levels of Management in articulating labor capacity in support of strategic and business objectives.
- Validate existing KPIs for effectiveness and implement new KPIs for ensuring on-time delivery.
- Collaborate with assistant project managers, engineers, and technicians to meet project deliverables, contract requirements, schedule and budget expectations.
- Support compliance of Quality Assurance requirements according to ISO 9001:2015, customer, national, and international standards.
- Support the development and maintenance of project schedules and manpower requirements.
- Create and maintain engineering and service documentation such as work instructions, guides, and new product implementation plans.
- Support technical staff resource coordination with production work activities such as assembly, QA, test, and troubleshooting.

Required Skills and Experience (Minimum requirements in terms of educational background, work experience, licenses/certifications or other knowledge, skills, and abilities).

- Create, maintain and optimize project and resource schedules based on requirements from customers, suppliers and internal departments.
- Skilled at using Gantt charts and other organizational and planning tools.
- Experience using Epicor or similar ERP system.
- Experience working in manufacturing and multi-disciplined or similar industry.
- Proven ability to anticipate and plan through all aspects of the project management process.
- Report on the status of project deliverables to management and other departments.
- Create, track and show improvements of KPIs and other business metrics.

- Establish and maintain internal, customer, and supplier relationships.

Additional Skills and Experience *(Preferred or helpful)*

- 2-year degree in business or technical fields. Bachelor's degree is a plus.
- 5+ years of project management experience.
- Staff management experience is a plus.
- Must be well versed in working with people, processes, changing demands of an engineering-manufacturing product organization.
- Must be self-motivated, have good interpersonal skills, capable of analyzing and solving complex problems through innovative thought and experience.
- Demonstrated effective project supervisory and leadership skills.

This description covers the primary purpose and principal duties of the job. It is not designed to be a complete list of all the duties and responsibilities required of this position. Duties, responsibilities, and activities may change at any time with or without notice.

Demands and Conditions Analysis: Engineering Resource Manager

Working Conditions

The essential functions of this job involve the following working conditions. (Place an "x" in the appropriate box.)

- C = Continuously** 75%-100% of time
- F = Frequently** 50%-74% of time
- O = Occasionally** 10%-49% of time
- R = Rarely** 1%-9% of time
- N = Never** 0% of time

	C	F	O	R	N		C	F	O	R	N
Environmental						Physical Factors					
Works alone			X			Sitting		X			
Works with others	X					Standing		X			
Customer contact			X			Walking		X			
Shift Work	X					Bending/stooping		X			
Extended Day			X			Squatting/Kneeling		X			
Keeping work pace/deadlines	X					Crouching/Crawling			X		
Performing repetitive tasks	X					Twisting at waist		X			
Noise (decibels) 91					X	Reaching above shoulders			X		
Vibration				X		Reaching below knees				X	
Abrupt temperature changes					X	Lift/carry up to 40 lbs.			X		
Heat (above 85 F)			X			Push/pull to 100 (force)			X		
Cold (below 65 F)					X	Climbing ladders			X		
Wetness					X	Climbing stairs				X	
Dampness					X	Sweeping/mopping				X	
Dryness					X	Operating foot controls					X
Odors & dusts				X		Manual Tasks					
Work with solvents					X	Grasping with one hand	X				
Work acids, bases					X	Grasping with both hands	X				
Work with oils					X	Manipulating with one hand	X				
Work with toxins					X	Manipulating with two hands		X			
Poor ventilation					X	Handwritten communication			X		
Fumes					X	Using keyboard	X				
Mechanical hazards			X			Using hand tools			X		
Electrical hazards		X				Twisting/wringing			X		
Sensory Tasks						Scrubbing/washing/polishing				X	
Seeing close (reading)	X					Scraping				X	
Seeing far (observation)	X					Equipment Operation					
Peripheral vision	X					Driving car / light truck					X
Seeing colors	X					Driving heavy truck / van					X
Verbal communication	X					Operating forklifts, stackers					X
Hearing speech	X					Operating hoist equipment			X		
Hearing mechanical sounds			X			Operating shop machinery			X		
Sensing odors			X			Operating power tools			X		
Sensing by touch			X			Operating torch					X