AndyMark, Inc.

Job Description

Position: Director of Engineering   3/13/2019

Reports to: President

Job Summary and Key Objectives: Leads all hardware engineering efforts for mechanical and electrical engineers and designers. Manages electrical engineers, mechanical engineers and designers within the engineering department. Uses project management skills to manage development of new hardware products and improvement of current hardware products. Prioritizes tasks of engineering staff regularly. Leads projects and empowers staff to lead projects. Provides regularly scheduled design reviews and updates to management and fellow staff. Communicates and integrates engineering staff work with all other company aspects, including operations, accounting, and customer service.

Key Responsibilities and Tasks:

- Supervise and lead engineers, technicians, and designers who create electrical or mechanical products
- Leads staff to develop and follow company standards regarding documentation, project management, drawings, quality, safety, and excellence
- Oversees research and development for mechanical and electrical products
- Hire, train and mentor engineers, designers, and supporting staff
- Provide regular reports regarding staff progress and status of staff's current work
- Lead engineering staff's integration and coordination with Operations, Accounting, Software, Technology, and Customer Service
- Utilize standard company software to communicate, track and lead projects, and manage staff
- Report frequently to company president and fellow directors through email, weekly meetings and other communication tools
- Create and manage engineering department budget
- Approve and manage department expenditures and project costs

Preferred Qualifications and Education:

- Bachelor's degree in engineering or related field and/or five years of experience in engineering
- Experience with a manufacturing environment
- Familiarity with product development for a retail sales company
- Customer service experience
- Experience in engineering management
- Familiarity and experience with the FIRST program
- Ability to utilize many sorts of office, project management, and communication software such as SolidWorks, Trello, Smartsheet, Google Docs, Gmail, Fishbowl, Slack, Microsoft Office, etc.

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.