



JOB DESCRIPTION

Job Title:	Process Engineering Manager		
Department:	588-Advanced Mfg Engineering	Reports to:	Technical Director
Status	Exempt/Salary	Revision Date:	September 1, 2022

SUMMARY: Manage and direct the Process Engineering group toward its primary technological objectives based on manufacturing processes and profitability goals by performing the following duties or through appropriate delegation.

DUTIES AND RESPONSIBILITIES:

- Plan and formulate engineering program and organize project staff according to project requirements
- Assigns project personnel to specific phases or aspects of projects
- Develops, evaluates, and improves manufacturing methods
- Confers with planning and design staff concerning product design and tooling to ensure efficient production methods
- Estimates production times, staffing requirements and related costs to provide information for management decisions
- Develops and write equipment specifications, performance requirements, cost analysis proposals for the implementation of new technical projects or product lines
- Creates technical budgets, allocates resources, and determines project deadlines
- Maintains an effective system of communication with other departments, including sales, accounting, and operations to provide technical support
- Represents the organization with major customers including support of customer concerns
- Apply best manufacturing practices throughout the process

SUPERVISORY RESPONSIBILITIES:

- Managing the activities and workload of the Process Engineering team.
- Evaluate the department performance and those staff members directly reporting to this position
- Identify areas for personal and career growth, work with individual engineers on their appropriate path to success
- Provide appropriate coaching and mentoring necessary to keep the team engaged and proactive with their careers at Precix.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in related Engineering field or 5-7 years of directly related manufacturing engineering experience
- Minimum of 5 years of management experience, with at least two years of experience directing professional level engineers.

QUALIFICATIONS:

- Proven ability to work with and direct a multi-functional team.
- Lean Manufacturing tool knowledge and experience is preferred.
- Demonstrated ability to utilize problem solving tools.
- Evidence of Six Sigma training and implementation is preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Work environment consist of laboratory setting which may have exposure to noise, heat, rubber smells and chemicals.
- Noise levels from quiet to moderate 2/3 of the time.
- Low physical demand is required, time is shared between the office and the manufacturing floor. Must be able to work in a manufacturing setting that includes but is not limited to noise, heat, and rubber smells

Annual Testing Requirements			
	Hearing Test		
	Respirator Fit Testing		
	Vision Test		
Vision Requirements			
	Close Vision (clear vision at 20 inches or less)		Ability to adjust focus
	Distance Vision (clear vision at 20 feet or more)		Other: (specify)
	Color Vision (ability to identify & distinguish colors)		No special requirements
Type of Personal Protective Equipment Required			
X	Safety Glasses		Protective Clothing: Gloves, sleeves
	Hearing Protection		Safety Shoes
	Respirators		Other (please specify)

Physical Demands	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Standing			X	
Walking			X	
Sitting			X	
Use hands to handle or touch			X	
Use fingers to pinch or grasp		X		
Reach above shoulders	X			
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear			X	
Smell or Taste	X			
Use foot/feet to operate machine	X			
Weight of material to lift	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 75 pounds	X			

JOB DESCRIPTION: Advanced Cell Tech/B&C MOU

Weight of material to push or pull	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 75 pounds	X			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Repetitive Motion			X	
Tools or Equipment Used	Time Spent			
(e.g. forklift or computer, etc.)	None	Up to 1/3	1/3 to 2/3	2/3 to all
Pallet Totter	X			
Computer				X
Manufacturing equipment		X		

Travel Required	% of Time
Domestic	<5%
International	<5%

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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