



AGRI - INDUSTRIAL PLASTICS

## Project Engineering Manager

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**Department:** Engineering

**FLSA Status:** Exempt

**Work Schedule:**

Monday - Friday, 8am - 5pm.

Additional hours as required.

**Job Status:** Full Time

**Reports To:** Director of Engineering

**Amount of Travel Required:** Occasional

**Positions Supervised:** Project and Design Engineers

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### POSITION SUMMARY

Lead and supervise a team of project engineers and other staff responsible for managing and supporting the development of new custom products, as well as other assigned projects.

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Key Responsibilities:

- Management and professional development of engineering staff
- Owner of product development process

#### Overall Responsibilities:

- Direct workflow within the project engineering team, forecast the projected workload, and manage the assignment of new business
- Assign and approve project costs and schedules, and hold project engineers accountable through all stages of APQP process
- Serve as lead project engineer on selected development projects
- Assign and monitor goals for and conduct annual performance reviews of reporting staff
- Create and document product development procedures and establish and implement efficient process workflows to support these procedures
- Participate in and respond to both external and internal audits related to the product development process
- Provide technical support to sales team through the quoting and development phase of new projects
- Provide support in the plant to operators and setup technicians during sample runs and other trial experiments
- Understand customer requirements and communicate these requirements to all relevant AIP team members
- Work closely with various suppliers in the procurement of tooling, test data, etc.
- Organize / lead design and print reviews both internally and with customers to establish project approval requirements
- Identify and implement cost reduction and continuous improvement opportunities at various levels of the production process, and participate in and promote lean events as requested
- Serve as backup to Director of Engineering for higher level project related decisions
- Additional tasks as assigned
- Some travel required

## POSITION QUALIFICATIONS

- Bachelor's of Science in Mechanical or Industrial Engineering
- Minimum 8-10 years of experience as Project Engineer
- Experience with APQP product development process
- Fluent with Microsoft Office software tools, including Microsoft Project
- Working knowledge of GD&T principles
- Efficient with standard CAD software, i.e. SolidWorks and Pro-Engineer

## Competency Statement(s)

- Accountability – Ability to accept responsibility and account for his/her actions.
- Accuracy – Ability to perform work accurately and thoroughly.
- Analytical Skills – Ability to use thinking and reasoning to solve a problem.
- Communication, Oral – Ability to communicate effectively in writing clearly and concisely.
- Customer Oriented – Ability to take care of the customer's needs while following company procedures.
- Decision Making – Ability to make critical decisions while following company procedure.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Goal Oriented – Ability to focus on a goal and obtain a pre-determined result.
- Organized – Possessing the trait of being organized or following a systematic method of performing a task.
- Resource Management (People & Equipment) – Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Safety Awareness – Ability to identify and correct conditions that affect employee safety.
- Technical Aptitude – Ability to comprehend complex technical topics and specialized information.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

## PHYSICAL DEMANDS

|                           |   |
|---------------------------|---|
| <b>N (Not Applicable)</b> | Activity is not applicable to this position.                                    |
| <b>O (Occasionally)</b>   | Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| <b>F (Frequently)</b>     | Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| <b>C (Constantly)</b>     | Position requires this activity more than 66% of the time (5.5+ hrs/day)        |

### Physical Demands

|                      |   |
|----------------------|---|
| Stand                | O |
| Walk                 | O |
| Sit                  | F |
| Manually Manipulate  | O |
| Reach Outward        | N |
| Reach Above Shoulder | N |
| Climb                | N |
| Crawl                | N |
| Squat or Kneel       | N |
| Bend                 | N |

### Lift/Carry

|                |   |
|----------------|---|
| 10 lbs or less | O |
| 11-20 lbs      | O |
| 21-50 lbs      | N |
| 51-100 lbs     | N |
| Over 100 lbs   | N |

### Push/Pull

|                |   |
|----------------|---|
| 12 lbs or less | N |
| 13-25 lbs      | N |
| 26-100 lbs     | N |

## WORK ENVIRONMENT

Work is mainly performed in a small company office setting in a manufacturing facility. Noise levels on the manufacturing floor usually range from high to very high due to the use of equipment and the operation of machines.

Agri-Industrial Plastics Company is an equal opportunity employer.