

## **ASPECT AUTOMATION Position Description**

**Position Title:** Mechanical Engineering Manager  
**Department:** Engineering  
**Reports to:** Mechanical Engineering Director

### **Primary Objective of Position**

Works closely with the Director of Mechanical Engineering, to plan, direct, administer, and lead the Engineering Department in a manner which ensures effective project execution and is consistent with the mission, policies, and goals of the Company.

### **Major Areas of Accountability**

#### **1. Technical Leadership**

- Participates with project team to evaluate concept development, and mechanical and controls design feasibility.
- Participates in risk assessment of cost, performance, and schedule during the execution phases of project.
- Provides technical consultation to Design Engineers on design specifications, project progress, project communications, and project execution.
- Provides leadership in identifying and matching skills to current requirements.
- Provides leadership in identifying new technologies and training requirements.
- Effectively achieves objectives through collaboration and teamwork.
- Performs other duties or responsibilities as apparent or assigned.

#### **2. Supervision**

Directly manages the activities of Designers, Design Engineers, Senior Design Engineers, Functional Safety Engineer, Laser Safety Engineer, and Subject Matter Experts (SME):

- Participates in decisions relating to the selection, promotion, transfer, compensation, and discipline of all personnel for whom accountable.
- Directs or provides on the job training, development, counsel, and assistance for assigned employees to aid them in attaining their objectives and in developing their full potential.
- Effectively communicates pertinent company and department policies, objectives, programs, schedules, and budgets to assure understanding by employees in carrying out their responsibilities.

- Evaluates the effectiveness of assigned personnel on a continuing basis and conducts and/or assures that effective performance reviews and salary actions are conducted as scheduled.
- Maintains an environment conducive to maximum engineering creativity while optimizing engineering productivity.
- Builds cooperation and participation amongst individuals, teams, and across functions.
- Inspires teamwork to achieve optimum results.
- Encourages the open expression of ideas and the sharing of information to solve problems, foster innovation, and achieve win-win solutions.
- Helps identify staffing needs and manages outside resources as needed.
- Leads by example and demonstrates the desired standards of conduct and work performance.

### **3. Business Support/Development**

- Participates in ongoing sales activities as needed.
- Keeps current with new technologies and new ideas in the industry to help the company maintain its technological edge and increase sales.
- Facilitates implementation of new engineering methods and technologies.
- Supports, develops, verifies, and maintains documentation deliverables (GAMP and ISO procedures).

### **4. Collaboration and Teamwork Expectations**

- Builds cooperation and participation amongst individuals, teams, and across functions. Creates teams, when appropriate, to address problems and issues. Inspires teamwork to achieve optimum results.
- Delegates, empowers, and holds others accountable to achieve common goals.
- Consistently models the company's core values of Ingenuity, Passion, Collaboration, Integrity, and Accountability.

### **Essential Qualifications**

- Technical competency as demonstrated by a four-year degree in Engineering and at least eight years of relevant work experience or an equivalent combination of education and experience.
- At least two or more years of experience directing/supervising technical teams or engineers.
- Demonstrated strong verbal and written communication skill. Fluent in the English language.

- Broad knowledge base of machine design process, automation applications, and technologies.
- Demonstrated knowledge of machining and manufacturing process.
- Demonstrated knowledge of one or more CAD application programs (Inventor, SolidWorks, etc.).

### **Desired Qualifications**

- Professional Engineering registration.
- Previous management/supervisory experience.
- Working knowledge of Microsoft Office products, ERP systems, Smartsheet, and databases.
- Able to travel, including air travel, occasionally overnight.
- Familiarity with ISO 9001:2015 and ISO 13485.
- Previous experience in developing formal quotes and cost estimates.

### **ADA Requirements**

- Typically sits, grasps items, and performs keyboarding for frequent operation of a computer.
- Stand, walk, bend, and reach or otherwise move about occasionally.
- Lift, move, or otherwise transfer items up to 30 lbs. occasionally.
- Ability to communicate verbally.
- Occasional exposure to typical machine shop physical hazards.