

Program Manager

Reports To: Department Supervisor Division: Engineering/8180
Grade Level: N/A EEO Code: 2-146
Job Classification: Exempt Date: Dec 2016

Job Summary:

To provide engineering and development support to ensure the most economical and feasible methods are utilized for each project. Responsible for collaborating with the customer in developing new products and expand upon existing product lines.

Essential Duties and Responsibilities:

- Able to make decisions on new production quotes and expansion of product lines for customers.
- Consults with customer's technical personnel regarding current and upcoming projects or concepts.
- Develops new products from concept to full production.
- Conducts a search of new materials, processes and procedures necessary to enhance and improve a product.
- Prepares accurate cost analysis of projects and forecasts accurate delivery times for quotation process.
- Review new projects to determine effectiveness of design regarding moldability, tool concept, assembly and material required.
- Monitors work in process and assures that the customer is advised and approves alterations made to product or schedule.
- Provides engineering support and input to departments within company.
- Prepares designs using engineering software.
- Provides design concept and assists in development of tools for vendors.
- Assists manufacturing department in development of processes and mold necessary for production.
- Authority to cease or allow production on parts that do not meet specs.

Additional Responsibilities:

- Performs product/process analysis for cost reduction, quality improvement, and improved efficiency and makes recommendations.
- May represent Program Management Department on cross-functional teams.
- When requested, may work on special projects and various related assignments.
- Performs other related duties and assignments as required.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch and/or crawl. The employee must also occasionally lift and/or move up to 25 pounds. Specific vision abilities include close vision and color vision. Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists
The noise level in the work environment may range from low, moderate to loud.

Education, Skills and Experience:

- Bachelors degree in Engineering or equivalent in education and experience.
- Minimum 5 years experience in plastics or related industry
- Sound knowledge of engineering theory and design criteria
- ISO experience a plus.
- Need to have excellent relationship-building skills.
- Good oral and written communication skills.
- Strong organization skills.
- Must be familiar with computers and computer software.
- Work independently with minimal supervision.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other responsible duties as requested by his/her supervisor.

Employee: _____ Date: _____

Supervisor: _____ Date: _____