

Job Title: ENGINEERING MANAGER

Reports to: President

Indirectly Reports to: Project Managers

Direct Reports: team of 5 to 10 Draftspersons

Indirect Reports: None

Classification: Salary/exempt

Summary/Objective: The Engineering Manager is accountable for the direct hands-on leadership and quality execution of all aspects of engineering within the facility and related to all project work. The Engineering Manager may have ownership of multiple projects of various scope simultaneously.

Main Responsibilities:

- Manage all aspects of engineering associated with a project from estimation through release for fabrication including verification, planning, material selection, design, component relationships, installation and all associated documentation
- Ensure and constantly improve the safety, morale, quality and profitability of our operations through the ongoing implementation of effective methods and strategies
- Collaborate and coordinate with department leaders to understand job requirements, manage change orders/add-ons and provide a clearly defined path of construction including timing, material requirements, and tooling needs
- Lead, coach, develop and inspire engineering employees to continually improve employee performance while monitoring and promoting employee morale
- Cultivate and maintain positive working relationships with stakeholders both internal and external to the facility to build a culture of collaboration
- Oversee and direct the daily activities of your team to ensure projects are completed safely, on time and to quality standards while being responsive to changing demands and priorities
- Research, evaluate, recommend and implement alternative solutions in a timely fashion to mitigate risk for the Company
- Read and precisely follow architectural drawings, specifications and work orders to manage the transfer of client designs to production drawings
- Regularly inspect the work performed to monitor adherence to engineering standards (AWI/AWMAC) and codes
- Ensure workers are provided the proper tools to effectively achieve their assigned task
- Train team members on the efficient use of software and tools as well as guide them in work methods and techniques, recommending training and continuous improvement options
- Work with the leadership team to improve processes consistent with continuous improvement principles to drive productivity and efficiency
- Schedule, facilitate and participate in project meetings to provide updates and ongoing analysis

- Promote and enforce adherence to safety guidelines, policies, programs, laws, regulations and protocols
- Identify performance issues and hold employees accountable to actions needed to improve or correct performance, ensuring constructive coaching, accuracy and documentation in partnership with Human Resources
- Complete, submit and participate in employee progress evaluations and feedback sessions
- Monitor and review attendance and time off for engineering employees
- Work with the leadership team to develop goals, processes and action plans that lead to company growth
- Communicate and uphold company policies and procedures
- Participate in the recruiting process as requested
- Maintain a high level of confidentiality at all times

Competencies:

- Highly motivated, participative leader with a proactive approach
- Exceptional customer service, interpersonal and relationship building skills
- Advanced written and oral communication skills to effectively interact with, influence and motivate people at all levels
- Proven project planning, problem solving, decision-making, and business reasoning skills
- Excellent prioritization, time-management, organization and multi-tasking skills with an ability to work under resource constraints in a fast-paced environment
- Strong presentation skills including the ability to speak effectively before groups and clients
- Profound attention to detail
- High proficiency in mathematical inclination
- Strong conflict resolution, critical thinking and analytical skills to resolve issues quickly
- Strong collaboration and coordination abilities
- Enthusiasm and willingness to learn
- Demonstrated ability to work both independently and as part of a team
- Fluidity to work with projects based on both the imperial and metric system of measurement

Requirements (education/certifications/licences/passport/clean drivers abstract):

- Post secondary education in Engineering
- 3 years progressive leadership roles in a manufacturing or industrial environment (millwork setting preferred)
- Working knowledge of custom millwork, commercial construction, woodworking, fabrication, manufacturing and installation methods
- Expert ability to accurately read, analyze, and interpret architectural plans, drawings and specifications
- Ability to travel, including internationally
- Experience with Microvellum software would be considered an asset
- Experience ensuring quality control and enforcing safety standards
- Expert with AutoCAD and efficient in all Microsoft applications

Working Conditions: Various manufacturing areas in a millwork facility; office environment

Travel Requirements: Travel, including internationally, is associated with this position

Disclaimer: The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

Review Date: March 16, 2021