

## **Job Title: Draft Design Engineering Manager**

### **Welcome to Mirmil Products!**

**Summary/Objective:** The Draft Design 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. They may have ownership of multiple projects of various scope simultaneously.

### **Responsibilities of the Role:**

- 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
- 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

#### **What You Offer:**

- 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; collaboration and coordination capabilities
- High proficiency in mathematical inclination
- Strong conflict resolution, critical thinking and analytical skills to resolve issues quickly
- 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

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

- Post secondary education in Engineering
- 3 years progressive leadership roles in a manufacturing or industrial environment, ideally in a millwork setting
- Working knowledge of custom millwork, commercial construction, woodworking, fabrication, manufacturing and installation methods is required
- Expert ability to accurately read, analyze, and interpret architectural plans, drawings and specifications
- Capable of 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

**We look forward to meeting you!**

