

	Position: Engineering Manager Reports To: Director of Engineering and Research and Development
Date Revised: 08/15/18	Location: Corporate

JOB SUMMARY: Manages and coordinates the work of highly skilled Engineering staff placing particular emphases of research and development of new equipment and processes with the objective of developing new product lines and expanding existing lines within the basic concept of accessories for the chemical industry. Supervises day-to-day Engineering functions. This position is responsible for the introduction of new products and follow through on their development from concept to full production.

ESSENTIAL FUNCTIONS:

1. Supervises and coordinates the activities of the Engineering Department.
2. Directs Engineering Department in preparation of drawings, procedures, sketches, etc., necessary for the development of new equipment and/or products.
3. Assists the manufacturing department in the development of processes and molds necessary to produce the product.
4. Conducts a continuous search of new materials, processes and procedures to enhance and improve the product line.
5. Prepares budget and schedules for the development of new product lines. Maintains system of budget and schedule control.
6. Performs other Engineering duties as assigned.
7. Assists marketing in sales presentations, catalogs, and general advertising literature.

ADDITIONAL RESPONSIBILITIES:

1. Must facilitate good working relationships among subordinates.
2. Responsible for care of a broad variety of materials and experimental products.

EDUCATION, EXPERIENCE, AND KNOWLEDGE:

1. B. S. Degree in Chemical Engineering.
2. Eight (8) to ten (10) years' experience in the manufacturing engineering field.
3. Minimum of Five (5) years' supervisory experience.
4. Sound knowledge of engineering theory and design criteria.

This description is not to be considered “all inclusive” of job requirements.

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