

10/21/2021

AndyMark, Inc.

Position: Director of Engineering

Reports to: President

Supervisory Responsibility: Supervises the Mechanical and Electrical Engineering Departments

Job Summary and Key Objectives: Leads all hardware engineering efforts for mechanical and electrical engineers and designers. Manages electrical engineers, mechanical engineers and designers within the engineering department. Uses project management skills to manage development of new hardware products and improvement of current hardware products. Prioritizes tasks of engineering staff regularly. Leads projects and empowers staff to lead projects. Provides regularly scheduled design reviews and updates to management and fellow staff. Communicates and integrates engineering staff work with all other company aspects, including operations, accounting, and customer service.

Key Responsibilities and Tasks: *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Supervise and lead engineers, technicians, and designers who create electrical or mechanical products
- Leads staff to develop and follow company standards regarding documentation, project management, drawings, quality, safety, and excellence
- Oversees research and development for mechanical and electrical products
- Hire, train and mentor engineers, designers, and supporting staff
- Provide regular reports regarding staff progress and status of staff's current work
- Lead engineering staff's integration and coordination with Operations, Accounting, Software, Technology, and Customer Service
- Utilize standard company software to communicate, track and lead projects, and manage staff
- Report frequently to company president and fellow directors through email, weekly meetings and other communication tools
- Create and manage engineering department budget
- Approve and manage department expenditures and project costs

Required Skills and Abilities:

- Excellent written and verbal skills
- Excellent managerial and supervisory skills
- Extensive knowledge in technical knowledge of engineering and product development

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- Proficient in office and communication software such as SolidWorks, Trello, Smartsheet, Google Docs, Gmail, Fishbowl, Slack, Microsoft Office, etc.
- Proficient in Technical software utilization, especially CAD, preferred SolidWorks
- Familiarity with basic hand tools and machine shop experience is a plus

Education and Experience:

- Bachelor's degree in Engineering or related field and/or five years of experience in Engineering and leading successful projects
- Experience in engineering management and/ or leading successful Engineering team projects
- Customer service experience
- Familiarity and experience with FIRST Robotics or similar educational robotics competitions highly desired

Work Environment: This position operates in a professional office/ lab environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. This position is required to use lab facilities for development and testing of products. The employee may be exposed to fumes or airborne particles, moving mechanical parts, and vibration.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the responsibilities and tasks. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, handle or feel; and reach with hands and arms.

While performing the duties of this job the employee is regularly required to sit, walk, stand, use hands to fingers, handle or feel, reach with hands and arms; and talk or hear. The employee will frequently lift or move objects up to 25 pounds and occasionally lift or move objects up to 125 pounds with assistance. Specific vision abilities required by this job include close vision, distant vision, color vision, and the ability to adjust vision

Travel: The employee may be asked to travel to local or out of state *FIRST* competitions.

EEO/AAP Statement: *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.