

Manager Mechanical Engineering

Summary

Supervises and coordinates activities of employees engaged in Mechanical Development and Tool Engineering activities for Universal products.

Principal Accountabilities (Functional)

1. Assists in decision making process for determining development programs and product roadmaps.
2. Oversees Mechanical Engineering activities for adherence to Product Development Process (ref. P/N 45389901).
3. Directs Mechanical Engineering team on development programs from project concepts through implementation.
4. Interfaces with Product Division management to assure Department's product development activities meet or exceed product team's expectations.
5. Manages Mechanical Engineering resource allocation across product development programs, solutions projects and product support activities.
6. Responsible for budget estimates and management of, based on project demands and department initiatives around design toolsets and machine shop.
7. Evaluation and selection of CAD/CAM tools.
8. Supports Product Life Management needs through coordination with Manufacturing, Field Service and Supplier Quality as it relates to mechanical design.
9. Manages mechanical engineering recruiting and hiring efforts, including full time permanent, contract/temporary as well as the engineering Coop program.

Principal Accountabilities (General Supervisory)

1. Carries out responsibilities in accordance with the organization's policies and applicable State and Federal laws, including interviewing, hiring, training employees, planning, assigning and directing work and appraising performance.
2. Interprets company policies to employees and enforces all safety regulations.
3. Assures efficient and economical utilization of materials, improvement of methods, and elimination of wasteful practices within the department; may include budget development and control.
4. Develops workforce planning and utilization programs to satisfy actual and projected requirements. Includes the scheduling of overtime and cost/effective use of temporary services.
5. Implements cross-training activities and plans for employees under his/her direction with specific attention toward the development of a highly flexible work force.
6. Establishes and implements team/individual Critical Success Factors, including the measurement and documentation of the progress of each employee toward the established goals.
7. Analyzes and resolves work problems, or assists employees in solving work-related problems.
8. Performs other job-related duties as required.

Minimum Requirements

BS Mechanical Engineering, MS preferred and ten years of progressively more responsible technical and business experience, four of which was in a supervisory capacity. Experience in two or more engineering or other related functions is preferred.

Responsibility for Quality Procedures or Direct Product Quality

Adheres to Universal Quality System policies and procedures and uses Total Cycle Time principles and standard problem solving tools to continuously improve work processes.

Physical Demands

- Requires the ability to use a computer on a frequent basis.
- Position requires the ability to understand and interpret detailed documents and drawings.
- Requires the ability to communicate clearly in giving presentations.
- Must be able to communicate clearly with fellow workers.
- The ability to travel to customer sites or technical conferences may occasionally be required.

Universal Instruments is an EOE/M/F/Vet/Disabled employer. Universal is not currently hiring individuals for this position who now or in the future require sponsorship for employment based non-immigrant and immigrant visas.