



JOB DESCRIPTION

TITLE: Manufacturing Engineer/Project Manager

DEPARTMENT: Engineering

FLSA STATUS: Exempt

REPORTS TO: Vice President of Engineering

SUPERVISES: N/A

GENERAL SUMMARY (in one or two sentences, describe the major purpose(s) or objective(s) of this job in terms of results rather than activities):

Plans, executes, and manages projects to meet quality, budget, and schedule requirements. Manages all aspects of a project from kick-off to close-out, including written and verbal communication at all levels within the organization as well as externally to customers and suppliers.

MAJOR DUTIES & RESPONSIBILITIES (List all key duties of this position including those that may be infrequent, telling what is done, why, or how):

1. Commit to safety procedures
2. Follow all CHT Engineering standards
3. Manage projects from initiation to closure to exceed customers' expectations
4. Review customer contracts, specifications, and drawings to develop bill of materials, determine testing and fabrication methods required
5. Develop manufacturing strategy, including determining the need for outsourcing of items and services
6. Prepare manufacturing plan including travelers, project specific procedures, project specific drawings and test plans
7. Prepare detailed, technically complete, and accurate purchase requisitions
8. Bear accountability for project results, working in conjunction with Estimating, Project Controls, Accounting, and Plant Manager, clearly communicating expectations and needs
9. Assist estimating department in technical aspects of projects being considered for proposals including advising on CHT and outside vendor capabilities, code specifications and fabricability issues
10. Identify and proactively resolve issues and solve problems throughout project life cycle
11. Document and route for approval all project changes by initiating change notices
12. Track and report project milestones and provide status reports in coordination with Project Controls
13. Provide reports to Controller for financial progress reporting of projects and assist in developing and maintaining project budgets
14. Ensure all project documents are maintained during the project and safely archived following project completion

SKILLS / KNOWLEDGE REQUIRED (Indicate specific subject areas, applications, or activities required to perform this work):

1. Excellent written and verbal communication skills
2. Demonstrated leadership, problem solving, and analytical skills
3. Broad and deep job-shop manufacturing experience
4. In-depth knowledge of metal manufacturing processes meeting ASME and AWS codes, including welding (GMAW, GTAW, SAW, etc.), machining (CNC and manual), and special processes
5. Proficiency with software such as AutoCAD, SolidWorks, or Primavera
6. Demonstrated ability to provide results in key management positions
7. Excellent leadership, problem solving and analytical skills
8. Ability to change priorities quickly, confront issues directly, work well as part of a team, and elicit cooperation from all levels of staff and management

KEY COMPETENCIES:

Strategic orientation; results oriented; team and customer orientation; leading change; flexibility; innovation; detail oriented; excellent skills in communication, project management, time management, organization, problem solving and analysis

EDUCATION / EXPERIENCE REQUIREMENTS (Indicate the minimum level of formal education required to perform the responsibilities of the job, the minimum amount and type of experience required, and any required certificates, licenses or other qualifications necessary for this position):

BS degree in engineering or related field. 10 years work experience in custom metal manufacturing, preferably with stainless/carbon steel and aluminum in ASME Code shop, or combination of experience in custom metal manufacturing

and project management or manufacturing engineering. (12 years directly related experience may be used in lieu of bachelor's degree). Experience in writing, revising, and controlling manufacturing documents including shop travelers/routers, manufacturing procedures, and data sheets. Proven record of working in a team-oriented environment to elicit cooperation from senior management and other departments.

TOTAL EMPLOYEES SUPERVISED: 0

TOTAL DIRECT EMPLOYEES SUPERVISED: N/A

DISCLAIMER: *The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*