

## Engineering Manager

### JOB DESCRIPTION

**Job ID#:** 2018-012C

**Regular/Temp:** Regular Employee

**Full-Time/Part-Time:** Full-Time

**Submit Reply and Resume to:** [CMEHR@custom-mfg-eng.com](mailto:CMEHR@custom-mfg-eng.com)

**Job Summary:** We have a challenging opportunity for the right leader to become our Engineering Manager to provide support to Operations and Executive Management to expand CME's products & services, support new business development, innovative solutions, and impact revenues.

### DUTIES AND RESPONSIBILITIES

- Responsible for engineering functions, including reconciling accounts, daily management of engineers, project research and cost-effective & usable design results, on-time delivery to schedule and price points, integrating with marketing on product launches.
- Works independently to solve problems bringing solution options for issue resolution.
- Build and nurture the engineering project team where meetings are called, agendas are set, action items are tracked, minutes are recorded, team communications are established, and files archived. Alignment on project deliverables and deadlines are ensured, and team participation and engagement in resolving project issues is facilitated.
- Support and oversee full product realization lifecycle to facilitate project implementation according to established procedures and best practices. This involves: monitoring engineering progress, anticipating technical issues, and driving corrective actions within the engineering community at CME.
- Collaborate with multi-disciplined engineers and ensure program work breakdown structure and schedule / resource estimates ensuring engineers meet schedule and budget are established.
- Direct technical contributors across engineering disciplines to develop and demonstrate lab prototypes.
- Ensure Customer requirements, systems specifications, and other documents called out in established CME work instructions and documented. Ensure solution concepts and technical system specifications are documented. Ensure and at times author papers, presentations, proposals, and briefs for internal and external use as required.
- Support plans and at times formulates aspects of research and development proposals such as objective or purpose of project, applications that can be used from findings, costs of project, and equipment and human resource requirements.
- Selects, develops, trains and supervises staff.
- Develops and implements methods and procedures for monitoring projects such as preparation of records of expenditures and research findings, progress reports, and staff conferences to inform management of current status of each project.
- Recommends budgets to management, including staff use, technology, facility and equipment requirements or improvements.
- Directs appropriate engineering support for manufacturing, quality, and marketing functions within the organization.

## JOB QUALIFICATIONS

- Ability to read drawings/schematics.
- Excellent PC Skills in the Microsoft Office programs (Excel, Word, PowerPoint, Outlook, Windows 7/8/10); Proven Knowledge of CAD Software & Design Programming/Packages, preferable Solidworks knowledge
- A fast learner and good listener.
- Experience with an ERP System preferably Deltek Costpoint or similar systems like: SAP, Microsoft Dynamics
- A proven ability to organize and effectively manage multiple projects and deadlines.
- Strong written and oral communications skills.
- An orientation toward superior customer service.
- Ability to work independently *and* collaborate with teams.
- Ability to Multi-Task While Meeting Deadlines/Deliveries and on Budget
- Enthusiasm for CME's clients (internal & external) and their missions.

## MINIMUM REQUIREMENTS NEEDED:

- **Must have 10+ years of engineering experience, preferably in the manufacturing industry.**
- Bachelor's Degree from an Accredited College/University.
- **Successfully Pass: Background Check, Drug Screening, Reference & Credit Checks.**
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.

## **Travel Percentage May Be Required From Time to Time: 10% - 15%**

An award winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. ([www.custom-mfg-eng.com](http://www.custom-mfg-eng.com)).

*CME is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. In compliance with U.S. federal law, all persons hired will be required to verify identity and*

*eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa. For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.*

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**Removal Date:** 01-Oct-2018