November 28, 2017

AndyMark, Inc.

Position: Mechanical Engineering Manager

Reports To: Director of Engineering

Job Summary and Key Objectives: Manages the staff of Mechanical Engineers and Designers foremost with the expectation to serve as a Mechanical Engineer and Product Designer, creating and testing designs. Uses project management and design software to productively direct staff and create innovative products. Integration with other company departments is key, as this role is the lead liaison between mechanical engineering and all other areas within AndyMark. Responsibility for design accountability, design improvements, meeting project requirements, leading an engineering staff, scheduling and running design reviews and product releases is paramount in this role.

Key Responsibilities and Tasks:

- Manage staff mechanical engineers, designers, and associated technicians
- Work with management to help determine staffing and resources
- Effectively use email, Slack, Trello, and all communication / project management tools
- Proficiently use CAD software to create and analyze mechanical product design
- Work closely with software and electrical engineers to create products and solutions
- Work with operation and sales staff, effectively supporting customer's needs
- Be accountable for mechanical product design quality and customer support training
- Develop, drive, and maintain mechanical design standards
- Specify and assist in procuring tools and software for design, manufacturing and assembly
- Keep work area clean and organized
- Maintain a positive and collaborative work environment

Minimum and Preferred Qualifications and Education:

- Ability to successfully prioritize and manage large, complex projects, deadlines and ME team
- Excellent verbal and written communication skills to influence decision making and explain issues
- Must have mechanical product design experience
- Prefer to have mechanical engineering or mechanical engineering technology degree
- Prefer to have *FIRST* experience
- Must have the ability to work on multiple projects within the same day
- Must be proficient in technical software utilization, especially with CAD, preferred SolidWorks
- Must have the ability to follow directions, work independently with minimal supervision
- Work with a flexible schedule and demonstrate effective time management
- Must have some experience in serving customers
- Must be comfortable working within a small, agile and dynamic company
- Use logic and reasoning to identify strengths and weaknesses of alternative solutions
- Advanced knowledge of production processes, quality control, and cost analysis

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.