



## ***Job Description – Project Engineer***

### **Purpose & Scope**

The purpose of this position is to provide organizational leadership to or within a project team in the implementation of production capacity, in the form of tooling, processes, and systems, to support customer demand for new products or product line extensions (NPI). The Project Engineer will interface with customers, lead internal teams, and identify/track project tasks to deliver projects on-time and within budget. This is a salaried exempt position.

### **Characteristics**

- Ability to work well with others, valuing differences, in support of company goals
- Well organized, with the ability to multi-task and manage different projects simultaneously
- Assertive, self-confident and self-starting

### **Duties and Responsibilities**

- Safety is everyone's responsibility
- Leadership of New Product Introduction (NPI) process for new business awarded or product line extensions, including:
  - Develop and maintain project timeline and budget
  - Capital - manage acquisition of new capital as needed (tooling, equipment, automation, etc.)
  - Qualification – develop a plan, implement the plan, report on the results, make recommendations
  - Production hand-off – formal release to production (all documentation updated)
- Solicitation and receipt of customer requests and requirements associated with NPI projects
- Coordination of the transfer of qualified molds and processes to manufacturing
- Look for new business opportunities within existing customers, support business development efforts
- Continuous Improvement – Identify, drive, and support improvements in all areas
- Regular, on-time attendance at work is an essential function of every job at Dymotek
- Additional duties as assigned

### **Organizational Relationships**

Reports to Technical Engineering Manager

### **Working Conditions**

Normal manufacturing conditions requiring safety observation at all times

### **Education & Training**

Bachelor's degree from an accredited college or a minimum of 10 years in a high volume manufacturing environment.. Minimum of 3 years experience in a technical project management environment. Must have strong communication and interpersonal skills as well as be able to develop strong relationships with both internal and external customers.

### **Technical Knowledge Skills & Experience**

- Proficient use of Microsoft Office products including: Excel, Word, PowerPoint, and Outlook at a minimum
- Knowledge of injection molding in a custom manufacturing environment; both thermoplastic and LSR experience preferred
- Familiarity with mold tooling and equipment
- Working knowledge of solid modeling software, preferably SolidWorks
- Working knowledge of dimensioning and feature definition (GDT) methods and associated population statistics
- Experience in managing projects, delivering on-time and within budget
- Experience in developing technical solutions for new products and the associated product, capital and NRE cost estimating
- Knowledge of the industries we are serving as well as our competitors.
- Good communication and interpersonal skills, comfortable working in a team environment
- Strong analytical and problem solving skills

### **Managerial Skills & Experience**

- Ability to guide and motivate resources assigned to project teams

### **Special Requirements (Physical, etc)**

- Must be able to work additional hours if necessary to complete critical goals
- Travel is required as needed to support new projects

### **Quality Management System Requirements**

- All employees are responsible for knowing the Quality Policy Statement, how their job supports the statement and quality objectives.
- All employees are responsible for product identification.
- Refer to 'Document/Job Function Matrix' (a cross reference of all ISO documents with job titles) for specific documents related to their job positions.

This job description has been approved by all levels of management:

Manager or Supervisor\_\_\_\_\_

Human Resources\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Employee Name (please print)\_\_\_\_\_