



Job Title:	Director of Engineering	Department:	Engineering
Reports to:	CEO	Division:	Ithaca, NY
Hours:	Full-time 40+hrs/wk	Rev Date:	02-05-21

Primary Function

This position is responsible for the planning, management and coordination of all projects and activities of the Engineering Department. Responsibilities include the maintenance of legacy products as well as new product development and the management of all stages of design and development and pre-production engineering phases while maintaining Company standards in delivering high quality products.

Duties and Responsibilities

- Plan, direct and manage the coordination and overall integration of technical activities for engineering projects including legacy products and new product engineering
- Assess project feasibility by analyzing and evaluating available technology, resource needs, and market demand while keeping in mind regulatory and quality parameters, and Company goals
- Ensure all engineering projects, initiatives, and processes are in conformance with organization's established policies and objectives
- Manage project schedules and assure that product development stays on schedule
- Oversee annual employee performance reviews for the Engineering staff including recommendations for salary adjustments
- Take the lead role in employee management, including talent management and assessment of experience and knowledge requirements within the department
- Direct recruitment and make recommendations for the addition of or elimination of positions in the Engineering Dept
- Monitor Departmental Expenses to Budget and propose new annual departmental budgets annually during May and June
- Direct, review, and approve project design changes.
- Confer with management, production, and/or marketing staff to discuss project specifications or procedures
- Perform administrative functions, such as reviewing or writing reports, reviewing and approving of expenditures including materials and services, enforcing rules, standards and policies within the department
- Monitor all time and material expensed by the Engineering Dept to control project cost and project completion.
- Establish technical and project goals within outlines provided by top management and within the Company standards
- Supervise staff to assure that Design engineering documents, product development meeting minutes and product development test reports are consolidated into Design History File (DHF) including overseeing the ECN process and change validation documentation process are updated as needed



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- Assure that design control and risk analysis requirements are met through the design process
- Review individual monthly engineering status reports and assure they are compiled into overall Engineering Department Projects Report
- Work in coordination with Manufacturing and Manufacturing Engineering for product transfer to pre-production, production and/or product release including assurance of proper and complete documentation, training and instruction as required
- Perform other work-related duties as requested, directed or assigned by management.

Working Relationships

- Interact with and work in coordination with Manufacturing, Manufacturing Engineering, Research & Development, Marketing, Sales, Purchasing and other departments as needed or required
- Liaison and interaction with various vendors as needed for materials and services required

Education and Experience

- BS in Engineering is required
- Background in science, technology, engineering, and mathematics (STEM) educational disciplines is required
- Experience in the medical device industry is preferred.

Knowledge, Skills and Abilities

- Proficient in the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming
- Ability to manage, motivate and direct employees including ability to identify and assess staff strengths and weaknesses
- Capable of assessing, managing and forecasting the financial expenditures of the department in keeping with overall Company budget requirements
- Understanding of appropriate use of equipment, facilities and materials needed to successfully manage department projects



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- Communicate effectively, in writing and verbally, with direct reports, other department managers and upper management
- Understanding of the implications of new information for both current and future problem-solving and decision-making

Supervisory Responsibilities

- Direct reports include Engineering Manager and Reliability Engineering Manager
- Indirect reports include all Engineering staff (15-20 employees)

Physical Demands & Work Environment

- Must adhere to safety requirements including Personal Protective Equipment as necessary or required
- Corrected normal vision and color vision are required
- Normal work environment includes office, machine shop and manufacturing floor
- Occasional exposure to elements such as odor, noise, dust, heat, cold or chemicals
- Some local and regional travel as needed

Disclaimer: This Job Description is not intended to be all-inclusive and may be subject to change to include new responsibilities and tasks or change existing ones as management deems necessary to meet the ongoing needs of the company.