



MECHANICAL/ ELECTRICAL ENGINEERING DEPARTMENT MANAGER

OVERVIEW

The Mechanical / Electrical Engineering Department Manager is responsible for operations and direction of the Mechanical / Electrical Engineering Department and personnel within the Department. He/she reports directly to the Chief Operations Officer.

RESPONSIBILITIES

The Mechanical / Electrical Engineering Department Manager is responsible for efficient production of Mechanical / Electrical Engineering projects in accordance with current engineering knowledge and practices. The purpose of this position is to provide professional, technical day-to-day support, guidance and input to the Mechanical / Electrical Engineering Department.

ESSENTIAL FUNCTIONS

- A. Develop and maintain programs to ensure that the department is up to date with engineering knowledge and practices, such as changes in codes and ordinances, which effect department activities.
- B. Ensure quality, accuracy and completeness of work.
- C. Coordinate with Project Managers to determine scope, complexity, planning and scheduling requirements of projects; assign personnel to provide technical support and determine personnel needed with most appropriate individual qualifications.
- D. Collaborate with Project Managers in the development of man-hour budgets and schedules.
- E. Review and recommend contract changes and gain client approval of improved contracts.
- F. Provide necessary coordination to ensure that the total effort for all projects is performed. Be available to staff for technical and/or professional consultations.
- G. Develop and implement techniques for improving project procedures and documentation and quality of end product.
- H. Develop substantial repeat or follow-up business with each client; maintain excellent relations with each client.

FIRM MANAGEMENT RESPONSIBILITIES

1. Hiring, evaluation, assistance and training, plus semiannual performance reviews and annual salary recommendation of each staff member. Termination when necessary.
2. Guide and supervise staff to ensure conformity with firm's goals and policies.
3. Review staff members' professional and personal goals, coordinate same with the firm's goals, and guide their involvement within department, along with continuing education opportunities, toward attaining the goals.
4. Participate in management meetings and thereby assist Management in designing, implementation and monitoring policies, progress and procedures for firm's affairs.
5. Approve staff members' time and expense reports and other allowable expenses.

PROFESSIONAL DEVELOPMENT

Maintain and expand management and professional capabilities through involvement in the field, search of available documentation, membership and participation in related professional organizations, pursuance of appropriate continuing education opportunities and professional writing and speaking.



QUALIFICATIONS

Bachelor of Science in Mechanical and / or Electrical Engineering or related field; Registered Professional Engineer; 15 years' engineering experience; 8 years' experience as Project Manager or equivalent; thorough expertise in the field of Engineering and working knowledge of applied design disciplines; good communications/presentation skills.