

JOB DESCRIPTION

Job Title:	Engineering Manager	Dept:	Program Mgmt & Eng
FLSA:	Exempt	Issue Date:	07/23/04
		Revision Date:	08/30/04

Note: Direct reporting structure is based on division organization charts

Key Areas of Responsibility (Answerable for the following end results)

1. Plan, direct and control the activities for design, development and release of specific products within established program objectives.
 - a. [Ensure the quality of the design deliverables \(content of the document\) to the Operating Divisions, and report any discrepancies to the Program Manager\(s\).](#)
 2. Approve Engineering Changes on behalf of product engineering, when required.
 3. Communicate timing requirements to all engineering and design staff.
 4. Incorporate both internal and external (OEM) customer requirements into the product design and resolve and conflicts.
 5. Oversee product engineering and design expenditures and resource allocation.
- Insure design and release to production within allocated time, cost and quality objectives of the program.
 - Prepare and issue initial release documentation to authorized tooling and procurement action for all assigned products.
 - Develop personnel, including establishing performance objectives, counseling and present performance appraisals in a timely manner. Identify developmental training needs and establishes work plans with employees.
 - Ensure open lines of communication with Operating Divisions and the OEM customer.
 - Participate in launch activities of Interior's manufacturing facilities and/or OEM plants.
 - Document all activities as required
 - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
 - Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities, and employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Approve engineering changes and design studies.

Basic Education, Experience and Training Requirements

- Bachelor's degree in technical engineering field preferably Mechanical or Industrial Engineering.
- Minimum of 10 years of diversified engineering experience in interior trim products with prior management experience.
- Fluent in P.C. applications for cost racking, budgeting, and various spreadsheet analyses.
- Excellent interpersonal skills and written and verbal communications.
- Able to maintain confidential information.

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.
- May require some travel

Internal Training Requirements

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- Employee Charter / Operating Philosophy (CHAR)
- Trans4M (TR4M)
- Process 13.0 – Change Management (PR13)
- Process 14.0 – Product & Process Development (PR14)
- Significant Aspects Overview (ASPC)
- Open Issues Database (OPEN)
- Change Control Database (CCF)
- [Design FMEA \(DFME\)](#)

Risks Associated with Job Function

- None

The above points have been explained sufficiently.

Employee's Name (print)

Date

Employee's Signature

GM APPROVAL: _____
INITIALS