Eco-Tec Inc.

Position Description

POSITION TITLE: Manager, Process & Applications Engineering

DEPARTMENT: Process & Applications Engineering (PAE)

DATE OF DESCRIPTION: April 1992

DATE REVISED: June 8, 2018

Summary of Position

The incumbent is responsible for high quality product and process engineering designs to internal and external customers on time and within budget.

The Manager, PAE will provide management and leadership to subordinates within the department, to create a smooth functioning, responsive, effective and efficient team meeting departmental objectives in line with company goals.

MANAGEMENT RESPONSIBILITIES

a) Communicate department and company objectives/goals and provide assistance and support to personnel.

b) Maximize potential of subordinates through training and development.

c) Manage and delegate responsibilities to ensure proper utilization of personnel.

d) Anticipate, detect, analyze and resolve departmental problems.

e) Prepare and conduct personnel performance evaluations.

f) Department budget preparation, adherence and control.

g) Establish and document department procedures.

SPECIFIC RESPONSIBILITIES

1) Consult and provide assistance to subordinates.

2) Consult and provide assistance to other departments (e.g. Sales, Customer Service, Manufacturing Engineering, etc.).

3) Final approval of proposals, calculations, equipment selection, and equipment pricing sheets.

1. Evaluate, approve, and create implementation programs for completed value analysis and Team Innovation projects in conjunction with Manufacturing Engineering.
2. Manage process for review of client specifications in Requests for Quotations (RFQ) in cooperation with Manufacturing Engineering.
3. Evaluate technology transfer packages from Technology Development, in conjunction with Manufacturing Engineering, and authorize for implementation.
4. Set priorities for all projects for PAE.
5. Evaluate and approve engineering change notices and process engineering standards.

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1. Manage process for selection and tracking of resins issued for customer use or sale based on resin batch and type in cooperation with TDD.

10) Create and implement new systems and procedures to improve efficiency and accuracy.

11) Attend training programs necessary to maintain/upgrade skills.

12) Perform other related duties as required by executive.

13) To ensure the availability of Quality related needs for all PAE departmental projects.

14) Responsible for ensuring compliance with the company’s Workplace H&S Rules, Policies and Procedures at all times.

WORKING RELATIONSHIPS

Reporting To : President

Internal/External: Interaction with all levels of the organization.

 Lead and motivate highly skilled, multidisciplinary teams, fostering teamwork and cooperation throughout the company.

 Frequent, senior contact with customers, suppliers and business associates.

SPECIFICATIONS

Education : Chemical Engineering Degree.

Experience : Ten (10) Years + related experience, in particular with industrial process equipment applications.

Skills : Excellent management, leadership and interpersonal skills,

 analytical, decision making, strong communication and organizational

 skills

 Demonstrate effective communication skills and the ability to motivate others to meet or exceed objectives.

Be highly motivated, a "self-starter", who is able to balance competing priorities, complex situations, and tight deadlines.

 Exhibit sound business judgment.

Have excellent organizational, analytical and decision-making skills.

Be proficient with the following software:

1. MS Word, Excel, Outlook and PowerPoint,