# Engineering Services Manager

## JOB DESCRIPTION

### Role purpose (position scope)

Manages all aspects of Engineering Services group, to include but not limited to, coordination of engineering activities, continuous improvement, determining staffing requirements, mentoring employees, and evaluating operational effectiveness.

The individual must be able to meet all minimum standards within 90 days.

### Key responsibilities

- **Engineering:**
  - Coordinates and supports projects, making detailed plans to accomplish goals and directing the integration of technical activities.
  - Presents and explains proposals, reports, and findings to customers.
  - Directs, reviews, and approves product design and changes.
  - Accountability signature authority to sign engineering documents used to establish or change type design for FAA approved items.
  - Performs administrative functions such as reviewing and writing reports, approving expenditures, enforcing company policies, and making decisions about the purchase of materials or services based on spending requirements.
  - Confers with management and other departments to discuss project specifications and procedures.
  - Administers documents and system access rights and revision control to comply with management configuration policies in order to guarantee the integrity of the master documents.
  - Assists in determining document management policies to facilitate efficient, legal, and secure access to electronic content.
  - Participates in business and strategic planning process.

- **Continuous Improvement:**
  - Eliminates waste and promotes Lean environment.
  - Seeks, develops, and promotes a continuous improvement philosophy.

- **Mentorship:**
  - Mentors supervisor(s) and team leader(s) to manage people, identifies training programs and processes in a culture based on accountability, personal growth, lean thinking, and mutual respect.
  - Sets personal objectives, motivates, communicates, measures, and develops employees.

- **Future Look:**
  - Establishes and implements short term and long term organizational goals, objectives, policies, and operating procedures.
  - Monitors and evaluates operational effectiveness.
  - Leads department toward common goals and values in line with the vision of the company.

- **Vision:**
  - Establishes and implements short term and long term organizational goals, objectives, policies, and operating procedures.
  - Monitors and evaluates operational effectiveness.
  - Leads department toward common goals and values in line with the vision of the company.
Key responsibilities (continued)

- Leadership:
  - Provides direction and orients employees toward roles and responsibilities.
  - Develops norms and a collaborative environment.
  - Implements innovation and change effectively.
  - Determines staffing requirements and work schedules based on goals.

- People:
  - Handles all aspects of personnel management in conjunction with the Director of Engineering and Human Resources, such as disciplinary actions, hiring, and promotions.
  - Determines staffing requirements and work schedules based on objectives.
  - Communicates company plans, policies and procedures to employees on a regular basis.
  - Provides guidance and direction to subordinates, including setting performance standards, goals, and monitoring performance.
  - Insures that all people are treated with mutual respect and fosters team work.

Managers and Leaders must comply and ensure employees comply with SHE policies and standards as issued or communicated by Cobham Avionics Communications, including setting an example, wearing/requiring PPE, training and monitoring employees. Managers and Leaders are expected to support an employee in taking this action and ensure corrective actions are taken to prevent reoccurrence, drive improvement, cooperate during investigations and take steps to make sure an attitude of compliance and safety is promoted

- Comply with the Cobham Avionics Code of Business Conduct and Ethics
- Other duties as assigned by manager

Core competencies

- Knowledge of the practical application of engineering science and technology, and applying principles, techniques, procedures, and equipment for the design and production of various products.
- Knowledge of design techniques, tools, and principles involved in production of technical plans, blueprints, and drawings.
- Knowledge of circuit boards, configuration management, Design for Manufacturing, Design of Experiment, Lean engineering, and Integrated Product development principles.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership techniques, production methods, and coordination of people and resources.
- Strong deductive and problem solving skills.
- Strong oral, written, and listening skills.
- Strong time management skills.
- Knowledge of Microsoft Office products such as Word, Excel, Outlook.
- Knowledge of CAD and PCB tools preferable.
Engineering Services Manager

**JOB DESCRIPTION**

### Key measures and milestones

- Monthly Average Days to Process Change
- Number of Re-processing changes processed per month
- Number of changes processed per month

### Reports to

**Director of Engineering**

### Direct reports

Supervisors, Team Leaders, Engineers

### Education and Experience

- 4 year degree and 7 years related experience (3 years of which was managing direct reporting personnel) and/or training; or equivalent combination of education and experience.

### Physical Work Environment

- Reasonable accommodation available for individuals with disabilities to perform essential duties.
- Office setting, reasonably quiet, temperature controlled.
- Tasks involve light physical effort in sedentary to light work; may involve some lifting, carrying, pushing and/or pulling of objects or materials (5 – 10 lbs)
- Tasks may involve extended periods of time at a keyboard or work station.

### Employee Signature

*This job description is not intended to be all inclusive of every job function, duty and responsibility. Duties may increase, decrease and/or change as deemed necessary to support the department operations.*

Name_____________________________________________________

Date_____________________

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