

COOPER INDUSTRIES

Exempt Position Description

Position: Engineering Manager
Incumbent: Various
Reports to: Plant Manager

Organizational Unit: Cooper Lighting
Location: Hicksville, NY
Date: 6-6-12

SUMMARY OF POSITION:

This position is located in Hicksville, NY and is responsible for the day-to-day management of MOD's/Custom Design/Engineering team, estimation, sustaining engineering and continuous improvement as it relates to engineering processes, procedures, efficiencies, standards, libraries, productivity, design standards and on-time work flow. Creation of MOD's/Custom lighting, BOM's, fixture documentation, submittals, estimations, etc. daily as required for customer orders.

PRINCIPAL ACCOUNTABILITIES:

1. Daily management of the MOD's/Custom/Prototype/Standard orders to ensure accurate and timely completion
 - Train and mentor design and sustaining team regarding engineering, organization, and part creation standards to ensure quality and consistency
 - Assign tasks to engineering team through the use of SAP workflow
 - Perform FMEA on new product, VAVE, and product redesign
 - Work with Customer Service and MOD's/custom design team to help determine customer priorities for estimation, and submittals
 - Manage submittals daily to ensure timely completion within SAP
 - Establish continuous improvement program with measurable deliverables
2. Gemba, 5S & Lean
 - Weekly audit and management to meet 5S goals
 - Support Lean improvements and Kaizen events as requested
 - Create, update and manage standard work,
3. Sustaining Engineering Team
 - Manage engineering assistance in the creation of routers as requested
 - Manage ECN process
 - Maintain document controls, fabrication drawings, and program data
 - Manage the development of documentation to support assembly and shipment of products including standard assembly and installation instructions
 - Manage the team to support New Product Development
4. Compliance Responsibilities
 - Support of the factory as needed for compliance, specifically UL
 - Coordinate product testing including photometry and UL
5. Develops cost justification analyses and prepares Authorizations for Fiscal Expenditure (AFE) for capital budget

6. Other duties as assigned

This job description is to be used as a guide for accomplishing company and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all encompassing list of duties.

NATURE AND SCOPE:

The Engineering Manager position reports to the plant manager and is responsible for day-to-day management of custom design and sustaining engineering activities including the creation of custom packages, BOM's, fixture documentation, and submittals-as required for customer orders. The primary responsibility of this position is to manage the engineering team to increase productivity and profitability of the factory by delivering highly engineered products and documentation to build products that meet our safety, quality, delivery and cost targets. This position requires the working knowledge of the plant which may include assembly, paint, and metal fabrication/machining.

EXPERIENCE, QUALIFICATIONS AND TRAINING REQUIRED TO PERFORM THIS JOB:

- Leadership/self directed
- Prior experience in a manufacturing environment
- Strong project & people management skills
- Ability to manage multiple priorities and deliver results
- Customer centric
- Experience with vendor identification & negotiations
- Familiarity with regulatory standards (UL 1598, NEC & others)
- Minimum four year degree in Engineering, Industrial Design, Business Management or equivalent
- Working proficiency with parametric modeling and MRP systems is a requirement
- 10 years of relevant engineering experience
- 3 years of engineering management experience
- Microsoft office suite proficiency

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