



BMHR Engineering Manager

Overview:

This position will be managing the Engineering Department and Leading all facets of Robotics Products & Services including palletizing, vision guided manipulation, assembly, as well as other leading edge technologies. Our goal is to help companies compete in their markets by providing the best material handling system solutions and technology. This leader is required to mentor, train, schedule, and lead the team through a multitude of challenging projects, ultimately driving success for the business and the team.

The BMHR Engineering Manager's (EM's) normal involvement is the day-to-day execution of projects, generally beginning prior to hand-off from sales, throughout the design, development, acceptance and eventually installation of a solution. This may involve estimating, leading teams of employees (and occasionally multiple subcontractors), developing, programming and leading reviews & systems design. As the process continues, the EM takes on increasing responsibility for understanding and controlling BMHR's risk from technical, quality and product standpoint. The EM has sole responsibility for deliverables from the Functional Specifications and Statements of Work, budget, quality and design. The EM translates the project plan into a budget, scope of work and tasks suitable for execution by the engineering department. The EM's success will depend largely on his/her leadership, communications ability and technical knowledge, performance, and capability to manage others and the details of multiple projects; technical and problem-solving skills are of high importance.

Superior Performance Objectives:

- Promote BMHR in all appropriate forums.
- Work as a team with the rest of the office "small business mentality"
- Set Goals and manage your time effectively with the scheduling tools available.
- Manage, Mentor and Grow all resources with strategic purpose.
- Attend and/or lead all BMHR and customer meetings on time and prepared.
- Master product information through training and personal efforts. Take charge of your training requirements and request the training you need.
- Maintain highest standards of professional appearance and manner in the office and especially with customers and suppliers
- Communicate with other BMHR team members effectively. Keep coordinator advised of schedule. Check and use voice mail / e-mail diligently. Maintain the team relationship. Communicate strategic information regarding suppliers, customers and competition.
- Repeatable performance from all standard, products (see catalog and/or website listing of products and markets served)
- Leading all efforts or standardization, product development, R&D and Process development for the Business Unit
- Leading all effort pertaining to Quality Control and Quality Assurance processes

Qualifications:

- Bachelors of Engineering required. Masters Degree in Business or Engineering or P.E. preferred. Experience and/or education in basic financials, conversant with concepts of project ROI, discounted cash flows, simple and compound interest and depreciation.
- Must be extremely literate with MS Office software suite (particularly MS Excel).
- AutoCad, Solidworks and MS Project experience preferred.
- Material Handling, Engineering, Manufacturing or Packaging background required.
- Previous conveying experience preferred.
- Previous Robotics experience preferred.
- Must have a solid track record of developing and applying contemporary industrial control systems.
- PMP certification or desire to attain certification is a plus

Attributes:

- Energetic ambitious and hard working.
- Strong interpersonal skills and sales or management experience required.
- Strong demonstrated sense of customer service.
- Excellent communication skills (both written and verbal)

General Duties:

- Maintain a consistently positive, enthusiastic attitude.
- Communicate with BMHR management regarding personal expectations and goals so that the company and individual can better work together to maintain, tweak, or overhaul the job description to everyone's benefit.
- Submit Annual Review inputs and personal goals
- Review processes, products and standards for accuracy and technical issues.
- Lead the process for design and code reviews, mandatory for all projects
- Work as a team - take trips into the field or with a customer on a biannual basis.
- Recommend the best internal BMHR engineering resources for the project. Coordinate assignment of resources with Project Managers. Primary responsibility for subcontractor selection with input from Sales and other Managers. Ensure that contracts with subs are structured correctly and leverage off of existing BMHR templates.
- Aid in educating the customer, in order for customer to commit to the design parameters and givens in writing! Fall back position is to document our assumptions as part of our proposal (ensure that they are included in the contract)
- Estimate and direct internal BMHR resources necessary to successfully complete the project. Communicate with other Systems Team members current and anticipated needs.
- Take ownership of BMHR's engineering team! Take ownership of the controls. The EM should explain the project status to the customer, not anyone else.
- Work hard to maintain positive cash flow on all projects. Work with Coordinator to follow-up on past due invoices.
- Responsible for all incentive programs for the Engineering Department
- Responsible for hiring resources when the need arises.
- Developing safety guidelines for all products and processes that enter/leave the facility. Acting as liaison for Corporate Safety Requirements

- Publish weekly Project Logs for projects larger than \$100,000. (Smaller projects should have published minutes of key meetings and/or decisions). (Frequency of logs may be reduced where appropriate, with Systems Manager's approval)
- Maintain organized file throughout project and work with Coordinator to archive paper files at completion. Responsible for clean-up of electronic file library
- Interested in Pursuing MHMS Certification/GA Tech Logistics Certification
- Anticipate problems take action rather than reacting.
- Must follow the BMHR Systems Checklist.
- Able and willing to train new BMHR employees.
- Be aware of budget margin and current forecast margin +/- 1% of all major projects at all times (Typically 2-3 projects at a time)! Advise Sales and Systems Manager of any significant expected deviations. Update forecast in Great Plains.
- Responsible for content, format and timeliness of all project correspondence and submittals including drawings, letters, equipment and controls documentation, spare parts lists, purchase orders.
- Manage the project schedule. Use electronic Gantt chart for installed projects. Communicate when other project parties (e.g. customer) delay BMHR. Maintain the baseline schedule for comparison.
- Support the Site Supervisors when they need help in the field.
- Lead quick resolutions to customer back-charges (always a challenge). Use the Golden Rule with back charge issues, treat suppliers how we would want to be treated, not necessarily how the customer is treating BMHR.
- Assist Sales in managing escrow amounts of post-completion costs, if applicable. Coordinate resolutions to post-project warranty and customer service issues.
- Document, publish and present project "lessons learned"...ensure that current project "close-out" checklists are complete
- Forward all contact information for inclusion by sales into CRM
- Organize and participate in post project "victory" engagements.
- Complete all administrative tasks/paperwork in timely manner.
- Enter time sheet data for previous week by Monday noon.
- Complete expense reports in a timely manner

Other Occasional Requirements

- Expected travel, less than 25%
- Safely lifting, bending and time on the shop floor