



Title: Engineering Project Manager

Status: Exempt - Administrative

Reports To: Ioxus President

Regular

Department: Engineering

Full Time

Summary of Position:

Plan, organize and direct engineering to meet company objectives for design, new product development and improvement of existing product lines. Manage programs, project scope, schedules and costs for all ultra capacitor module design and builds.

Essential Duties and Responsibilities:

- Oversee key projects, design, processes and performance reports, data and analysis. Check technical accuracy of work.
- Plan and manage ultra capacitor module development programs from concept to production launch using advanced product quality standards and stage gate processes. Discuss and lay out project specifications. Make detailed plans to accomplish goals.
- Define process of product development and guide engineers along the way.
- Ensure timely delivery of development prototypes to various customers by working closely with sales and marketing, project engineers; manage the timeliness of all module design/build proposals and manage the master schedule for all custom designed modules.
- Interface with customers to identify requirements and interface with manufacturing and suppliers for product development and new product launch.
- Supervise and lead engineers in tasks such as design, testing, planning, cost estimation, cost reduction, reporting.
- Implement concepts like FMEA, DVP&R, GD&T for design quality. Plan documentation system.
- Coordinate the writing of all post design/build documentation including performance specifications, test data and operating procedures.
- Coordinate the writing of all documentation, including BOMs and detailed fabrication and assembly and quality procedures, required for third party serial production.
- Work closely with purchasing, determine the most appropriate component suppliers for serial production of modules.
- Establish appropriate standards and the tools to measure and evaluate products.
- Observe appropriate environmental, safety and health policies and practices.

Education/Experience:

- Bachelor of Science, in Mechanical or Electrical Engineering, MS in Engineering preferred.
- 10+ years in product development and project management with 5+ years of supervisory experience.
- Experience with MS Project and DFMA and FMEA procedures
- Experience with high voltage design/project experience an advantage



Physical Demands:

	Amount of time spent			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle, or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

Work Environment:

	Amount of time spent			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Risk of radiation	X			
Vibration	X			

These requirements are intended to provide a general guideline regarding the nature and level of work being performed, and the qualifications required to successfully perform the job. Final assessment of a candidate's qualification versus these requirements, and the ability to accept deviations from these ideal qualifications, is left to the discretion of the hiring manager, based on business needs at the time of hire.

By signing below, I acknowledge that I have read and understand the above job description.

Employee Approval: _____

Date: _____

Management Approval: _____

Date: _____

Human Resources: _____

Date: _____