



JOB DESCRIPTION

Job Title	Department Name	Location/ office	Date Updated
Senior Automation Project Manager	Project Management		5/17/2011
This position reports to:			

PART A: Major Function

Describe the overall purpose and end results of this position.

Manage Automation (automated assembly and test equipment) Projects from design through manufacturing and integration in the Automotive, Consumer Product, Bio-medical and Healthcare Industries. The Project Manager will be responsible for managing projects within budget, quality and schedule.

PART B: Specific Duties

In order of priority, list the essential duties and responsibilities of this position, the percentage of time spent on each, and key performance measures.

% Time Spent Total = 100%	PART B: Specific Duties In order of priority, list the essential duties and responsibilities of this position, the percentage of time spent on each, and key performance measures.
	<ul style="list-style-type: none"> • Managing projects within budget, quality and schedule. • Strong negotiating skills • Excellent communication skills • Ability to balance competing interests such as, customer and corporate goals • Outgoing with the ability to resolve issues and manage tasks to completion • Ability to identify and manage areas of risk in customer's documentation/specifications • Track, analyze, report and estimate project costs on detailed level. Using Excel and database reporting verify actual costs and estimate future costs on labor and materials. • Analyze and report machine performance to metrics. Cycle times, GR&R, capability, MTBF, MTTR, downtime Pareto. • Assemble project plans including personnel, action items, due dates and verification • Proficient in MS Word, Office, Excel & Project • Motivational leader for Team members and ability to offer encouragement and direction through difficult tasks • 3D SolidWorks and/or AutoCAD experience • Ability to check and understand mechanical drawings and recognize sound mechanical design • Strong work ethic (50-55 hour weeks) • Intermittent travel to customers' sites • Types of Automation Platforms experience should include: Synchronous Rotary/Linear Indexers, Servo Linear/Rotary Indexers & Motors, Cartesian, Gantry, Articulating and SCARA Robots, Power & Free Conveyor Systems, Pneumatic & Servo Pick & Places • Types of Component Presentation experience should include: Vibratory & Centrifugal Bowl Feeders, Step & Magazine Feeders, Tape/Reel Feed Systems, Tray Feeding, Mechanical Escapements, Vision Guided Flexible Feeders • Types of Automation Technologies experience should include: Fastening, Dispensing, Assembly, Marking, Testing & Vision • Ability to Lead and work closely with Mechanical Engineers, Controls Engineers, Electricians, and Toolmakers during all project phases • Ability to concept, write, and quote change order requests • Ability to write or assist with the writing of machine manuals • Ability to write periodic customer & corporate reports • Ability to Lead Debug, Run-off, Installation, training, and startup efforts at customer's site • Additional Skills a plus: tool-making, die design, electrical, automotive, & etc.

List Additional Duties/Responsibilities:

- 1.
- 2.

PART C: Management Ability/ Skills

Describe the overall management skills necessary to be successful

The successful Project Manager will have the ability to balance the three components of project cost, quality and schedule. In addition, the successful Project Manager will have the ability to keep stakeholders (corporate, customer) and supporting team (employees, suppliers) engaged, informed and satisfied with the project.

List the Titles of This Position's Direct Reports: The project team is a matrix organization. Most employees will have a supervisor outside of the project team; however the employee is assigned to the Project Manager for the project. Project teams can be 2 people or 20 people depending on the size.

Total Direct Reports

Knowledge, Skills and Experience Focus On What A Candidate Knows.

PART C- I: Qualifications

Education /License/ Certification required for this position

Bachelor of Science Degree in Mechanical Engineering Technology, Mechanical/ Electro Engineering or Mechanical Engineering

PART C – II: Qualifications

Experience required for this position

5 years Mechanical Design Engineer experience

5 additional years Project Management experience

PART C – III: Qualifications

Skills & Knowledge required for this position:

See Duties section above

Computer /
Technical
Skills:

See Duties section above

PART D – I: ACTION - ORIENTED COMPETENCIES

Competencies focus on how they utilize Skills & Knowledge

List the top 3-5 competencies that are associated with performing at a superior level.

Organization, motivation, detailed execution, verification, fiscal responsibility

PART D – II: INTERPERSONAL COMPETENCIES

Competencies focus on how they utilize Skills & Knowledge

List the top 3-5 competencies that are associated with performing at a superior level.

Team player, customer satisfaction, motivation, communication

PART D –III: INTELLECTUAL COMPETENCIES

Competencies focus on how they utilize Skills & Knowledge

List the top 3-5 competencies that are associated with performing at a superior level.

Financial analysis, mechanical/controls systems competence, knowledge of MS Office products, knowledge of design software

SOCIAL SKILLS

The capability of an individual to work effectively with others while driving business goals and objectives is called social skills or emotional intelligence. There are four main fundamental characteristics of social skills.

For this specific job list the level of social skill required to be successful.

H - High
M - Medium
L - Low

SOCIAL INTELLIGENCE: understanding methods of influencing perceptions and behaviors of others

HIGH

SELF - CONTROL: being able to control our emotions and actions especially under stress.

HIGH

SELF- AWARENESS: Monitoring how our actions affect the behavior of others

HIGH

SENSITIVITY TO OTHERS: showing concern toward the needs and feelings of others

HIGH

ADA Requirements: To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the Job.

Use these codes to complete this section: “F” for frequently; “O” for occasionally; “N” for never.

PHYSICAL	MENTAL	ENVIRONMENTAL
On the job the employee must:	On the job the employee must be able to:	On the job the employee:
Bend [] Sit [F] Squat [] Stand [F] Crawl [] Walk [F] Climb [] Push/Pull [] Kneel [] Handle objects (manual dexterity) [] Reach above shoulder level [] Use fine finger movements [] Other: []	Read/Comprehend [F] Write [F] Perform calculations [F] Communicate orally [F] Reason and analyze [F] Other: []	Is exposed to excessive noise [] Is around moving machinery [F] Is exposed to marked changes in temperature and/or humidity [] Is exposed to dust, fumes, gases, radiation, microwave (circle) [] Drives motorized equipment [] Works in confined quarters [] Other: []
Must carry/lift loads of: Light (up to 25 lbs.) [] Moderate (25-50 lbs.) [] Heavy (over 50 lbs.) []		

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and with or without notice."