

JOB DESCRIPTION

ACRO Automation Systems, Inc.

Job Title: Project Manager

Department: Engineering

Reports to: Vice President of Engineering

Effective Date: May 2016

SUMMARY: Responsible for the profitability of machine design/build projects in a custom machinery environment. Responsible to understand all issues potentially affecting your project such as mechanical design, controls design, pneumatics, hydraulics, financial budgets, labor charges, parts shortages, supplier deliveries, etc. Responsible to continually assess the impact of these issues to your project and facilitate corrective action to maintain project budget and delivery schedule integrity. Provide single point communication and primary liaison role between the customer and ACRO once the project is kicked off at ACRO as a valid project.

EDUCATION AND EXPERIENCE:

A four (4) year technical degree (BSME) or equivalent is required to be considered for this position. Five to ten years direct machine design build and implementation experience will also be considered. Other technical degrees (BSEE, BSEET, etc.) will be considered as it relates to your direct aptitude and experience with mechanical design and tooling design concepts for factory floor automation and production equipment.

- Two (2) to five (5) years direct manufacturing engineering and/or machine design, build, implementation and start-up automation experience is preferred.
- Familiarity with welding equipment, packaging equipment and/or high speed assembly equipment or systems is desirable. Three (3) to five (5) years experience with welding processes (GMAW, GTAW, PAW, etc.), Laser welding/cutting, Plasma cutting or product assembly processes is a plus.
- Direct experience working with customers and suppliers is required.
- Negotiation of contract issues, delivery requirements, and price are important to this position. A successful candidate should have this experience. Proficiency is desirable.
- Proven success managing, facilitating or controlling a group of people or large project to a timeline and schedule is required.
- Proficient and the Ability to work in MS Excel, MS Word, and MS Project is a must.
- Knowledge with SolidWorks/CAD is a must.
- Solid interpersonal communication skills, a professional demeanor, cooperative personality and a team attitude are all required.

Position Responsibilities:

- Operational
 - Review project specifications, deliverables, and requirements, with applications engineering.
 - Review customers' project and or corporate technical specifications as they apply.
 - Hold project regular review meetings.
 - Machine / tooling design and status.
 - Controls / Systems design and status.
 - Record, address and resolve issues that impact project timing and/or scope.
 - Work with the Mechanical Engineering Manager and Controls Engineering Manager to ensure that the proper technical resources are assigned to the job, and meeting their goals.
 - Work with the Manufacturing Manager to monitor the timing and cost of the fabrication/machining processes associated with the project.

- Monitor the assembly progress associated with the project. Assess the labor assignment levels and the overall ability of our organization to complete these activities on time relative to your project schedule.
- Field customer requests and determine if they are within or outside of the project scope. If the request is outside of the scope, write, price, and submit a project change notice.
- Project Schedule
 - Develop and maintain a detailed project schedule (Gantt chart).
 - Assess progress towards milestones.
 - Develop contingency plans or recovery plans as required.
- Financial / Commercial
 - Review and understand project costing and margin requirements with applications engineering.
 - Maintain margin objectives established for each assigned project.
 - Maintain accurate financial projections for each project on a weekly basis.
 - Assist in pricing project change notices.
 - Negotiate project change notices, deliverables, and contractual issues in a timely manner as they arise.
- Travel
 - Approximately 15%, as required to customer facilities, distributors, suppliers, etc., to monitor progress, assess status, and maintain communication.