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**TITLE:** Engineering Design Supervisor

**JOB CLASSIFICATION:** Exempt

**DEPARTMENT:** Engineering Management

**REPORTS TO:** General Manager

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### **SUMMARY/OBJECTIVE**

The Engineering Design Supervisor is responsible for ensuring Magnum Systems' everyday engineering activities run smoothly through the management of the drafting/design team. This position requires a high demonstration of expertise in clear communication, time management, engineering, and 3D modeling/automation. This position will work closely with the project management team and production. The Engineering Design Supervisor relies on extensive experience and judgment to plan and accomplish goals, implement strategic projects, and promote open communication in line with Magnum Systems' strategic initiatives. This position coordinates and reports on the work of others so a wide degree of creativity and latitude is expected and should be encouraged within and between departments.

### **ESSENTIAL FUNCTIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage and report on status of all open jobs, strategic initiatives within group and workload balance.
- Manage, consult, and report on integration of Inventor Modeling within drafting/design group.
- Assist in identifying opportunities for product improvements and standardizations.
- Provide input on 3D models that can/should be automated.
- Coordinate timelines, pro-active identification of deadline issues, and deliverables to production based on established delivery and start-up.
- Maintain quality control and consistency of product design, option integration and system layout.
- Coordinate job assignments and workloads.
- Take on projects as needed, while maintaining focus of total group oversight.
- Implement and coordinate paperless production initiative.
- Establish job descriptions with Human Resources, maintain employee count, identify/report needs, encourage self-improvement, and identify advancement potential.
- Other duties and responsibilities as assigned, including special projects.

### **COMPETENCIES**

- Critical Thinking Skills: Must be able to proactively identify needs, predict obstacles, assess solutions, and communicate importance of accountability.
- Communication and Interpersonal Skills: Must work closely with other departments, employees, customers, and vendors. *Listening and providing an environment for open communication from all levels is critical.*
- Detail Oriented. Understand that everything that leaves our facility (drawings, written and verbal communication, etc.) is a representation of the employees, the company, and its reputation.

*Your integrated source for bulk material automation.*

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- Must have concept of “the big picture” when it comes to internal changes of policy or procedure.
- Organized and deadline oriented for deliverables and overall timeline coordination.
- Continuous Education Driven. Looking to improve every day and leading by example.
- Outstanding leadership skills.

## **EDUCATION AND EXPERIENCE**

### **Minimum Requirements:**

- Bachelor's Degree
- Eight years progressive experience in a manufacturing drafting/design environment
- Five years-experience with Autodesk Inventor 3D CAD software

### **Preferred:**

- Distance Management Experience (preferably a minimum of 5 years)
- Experience in a packaging and/or processing manufacturing drafting/design environment

## **SUPERVISORY RESPONSIBILITY**

This position manages all employees of the drafting/design team in multiple locations. This position is responsible for hiring and training new employees as well as setting goals for performance and deadlines in ways that comply with the company's plans and vision; organizing workflow and ensuring that employees understand their duties or delegated tasks; monitoring employee productivity and providing constructive feedback and coaching.

## **POSITION TYPE/EXPECTED WORK HOURS**

This is a full-time position. Typical days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

## **WORK ENVIRONMENT**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

The performance of this position may occasionally require exposure to the manufacturing areas, which may require the use of personal protective equipment such as safety glasses with side shields, mandatory hearing protection, and safety footwear.

## **PHYSICAL ACTIVITIES AND REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

## **TRAVEL**

Travel is primarily local during the business day, although approximately 25% out-of-area (between plant locations) and overnight travel will be expected.

## **OTHER DUTIES**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.