



# HAMMER PACKAGING

*Leading with the Right People*

## *Position Description for* **Engineering Manager**

**Reports To:** Vice President of Operations

**Job Grade:** 14

**FLSA:** 1

**EEO:** 1

**Last Update:** 2/28/2012  
**Previous Version:**

### **Qualifications:**

**Education/Certifications:**

HS Diploma minimum; preferred BS Engineering degree

**Knowledge/Experience:**

Minimum 10 years in plant operations in technical or engineer roles included supervisory and budget experience.

**Skills:**

Strong communication and teamwork skills

### **Basic Accountability:**

ESSENTIAL RESPONSIBILITIES:

1. Knowledge of, understanding of and compliance to all quality system documents that are associated with job description
2. Actively participate in Hammer Packaging's Lean, Quality, Product Safety, SQF (Safe Quality Foods), and Workplace Safety Programs.
3. Manage maintenance team to reduce unplanned machine downtime through repeat failure investigation and resource prioritization. Use downtime and cost performance to demonstrate results.
4. Implement Predictive Maintenance programs that reduce unplanned downtime including thermograph, ultrasonic air leak detection, and oil analysis.
5. Manage TPM program to reduce equipment downtime or speed limiters by using operator supplied information.
6. Reduce corporate utilities costs through technical improvements like peak demand reduction and optimal drive selection. Provide technical support in utility contracts selection.
7. Develop constructive working relationships with equipment vendors that utilize their expertise and industry knowledge to improve our performance.
8. Implement capital projects including equipment upgrades and new equipment installations.
9. Purchase and maintain all parts, supplies, and equipment.



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10. Evaluate new and existing equipment and processes to enhance our ability to provide high quality printed products in an efficient manner. Ensure that all equipment is functioning safety and properly. When equipment malfunctions, determine the most appropriate action to minimize downtime.
  11. Maintain associate relations, appraisals, employee counseling, department goal setting, maintenance of company policies and associate training. Anticipate production and personnel problems and take appropriate action to minimize their effect.
  12. Enforce safe work practices, provide leadership in accident prevention.
  13. Be on 24 hr. emergency call for plant or equipment problems.
  14. Maintain plant HVAC roofing, plumbing systems and equipment for all locations.
- GENERAL RESPONSIBILITIES:
15. Develop maintenance team skills to match requirements for troubleshooting and repairs on our equipment base.
  16. Improve PM and Maintenance Work Order Systems by updating software and performance tracking.
  17. Maintain database and perform calibration on test equipment.
  18. Participate in monthly Manufacturing Team meetings and bi-weekly supervisor CAR meetings.
  19. Responsible for maintaining a clean safe work environment for our associates.

**Base Training Period (Hours):** 480

**Working Conditions:**

Manufacturing/Office Environment



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## Engineering Manager Physical Job Requirements

*0: Never, 1: Occasionally, 2: Frequently, 3: Constantly*

### Office/ Administration/ Management

### Production/ Manufacturing

Use of Telephone:	<input type="text" value="1"/>	Standing:	<input type="text" value="1"/>
Standing:	<input type="text" value="2"/>	Sitting:	<input type="text" value="2"/>
Sitting:	<input type="text" value="2"/>	Kneeling:	<input type="text" value="1"/>
Walking:	<input type="text" value="2"/>	Bending Over Sideways:	<input type="text" value="1"/>
Lifting up to 10 lbs:	<input type="text" value="1"/>	Climbing Stairs:	<input type="text" value="1"/>
Lifting more than 10 lbs:	<input type="text" value="1"/>	Walking:	<input type="text" value="2"/>
Keyboarding or Typing:	<input type="text" value="2"/>	Lifting up to 10 lbs:	<input type="text" value="2"/>
Viewing Computer Screen:	<input type="text" value="2"/>	Lifting more than 10 lbs:	<input type="text" value="2"/>
Public Speaking:	<input type="text" value="0"/>	Lifting more than 50lbs:	<input type="text" value="1"/>
Climbing Stairs:	<input type="text" value="1"/>	Lifting more than 100 lbs:	<input type="text" value="1"/>
Meeting Participation:	<input type="text" value="3"/>	Exposure to High Speed Moving Parts:	<input type="text" value="1"/>
		Exposure to Chemicals:	<input type="text" value="1"/>
		Exposure to Chemical Fumes:	<input type="text" value="1"/>
		Exposure to Loud Noises:	<input type="text" value="2"/>
		Exposure to or Use of Sharp Objects:	<input type="text" value="1"/>
		Hand Truck Operation (Electric or Manual):	<input type="text" value="1"/>
		Focusing Using a Magnifying Glass:	<input type="text" value="2"/>
		Meeting Participation:	<input type="text" value="2"/>