



# Star Cutter Company Job Description



**Job Title** Director of Engineering      **Location** Elk Rapids Engineering  
Elk Rapids, MI

**Reports to** Plant Manager

## Role

The Director of Engineering at Elk Rapids Engineering will contribute to the future success of the company by strategically leading the engineering team responsible for product design and manufacturing process of said products to our customers.

## Responsibilities

- Responsible for daily engineering supervision working with the employees to maintain productivity on an agreed upon list of projects and goals.
  1. Setting expectations.
  2. Setting deadlines.
  3. Reviewing designs for readiness for release to production.
- Coordinate with Plant Manager, Production, Purchasing, Service, and Sales Managers to prioritize tasks to *exceed* customer expectations.
- Establish with the Plant Manager an agreed upon scheduling for engineering projects, enhancements, and goals, including development, revision, and sustaining product life cycles.
- Work within functional groups to establish, maintain, and *strict adherence* to product build schedules, including engineering change requests.
- Work with the Production Planner to organize and schedule the workflow of prototype engineering designs for testing and phase in disposition plans.
- Ensure the preparation of defined work packages, including detailed instructions, drawings, bills of material, references, inspection requirements, etc., to initiate and control production work.
- Work with engineering to establish new and correct any existing methods to better assist with the construction of the product through the MRP system.
- Assist assembly in the enhancement of documentation packages through red line corrections of mistakes and increasing content needed to accurately and consistently build the product line.
- Develop a plan and implement a 10% reduction cost structures and track the improvement with a running metric over the next 3 years.
- Lead the engineering group to work with assembly to improve documentation packages which will lead to an increase in quality by focusing on standardization.
  1. Proper documentation and engineering structures to prevent variances on the production floor.
  2. Increase the capacity to build the Elk Rapids Engineering product line.
- Work with the Production Planner, ensuring all parties in the organization are fully cognizant of production status of engineering products.

- Help to maintain the engineering project schedules for everyone's reference and highlight critical items and plans relating to specific machine builds.
- Work with Sales by assisting in the quotation process to ensure engineering feasibility while evaluating the cost of custom requests.
- Work with Sales to ensure engineering is attentive to customer contract requirements.
- Participate in weekly management meetings on Monday and Wednesday to review progress, results, and discuss current/future production goals.

### **Knowledge and Skills**

- Strong leadership skills for managing a cross functional team.
- Strong manufacturing support knowledge and experience.
- Proven ability to influence plant operations for engineering and business objectives without formal authority.
- Ability to operate with minimal supervision, evaluate risk and make appropriate decisions.
- High energy self-starter who is enthusiastic and motivated to create operational gains in efficiencies through learning new skills.

### **Education Requirements**

- BS in an Engineering Discipline.

### **Experience Requirements**

- 3-5 years' experience preferred

Please submit resume to:

Human Resource Department  
4210 Doyle Drive  
Lewiston, MI 49756

[hr@starcutter.com](mailto:hr@starcutter.com)