JOB DESCRIPTION

DIRECTOR OF MANUFACTURING ENGINEERING

<table>
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<tr>
<th>DEPARTMENT: Mfg Engineering - 62</th>
<th>SALARY LEVEL: SG - 01S</th>
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<tr>
<td>SUPERVISOR: President &amp; CEO</td>
<td>EXEMPT (Y/N): Yes</td>
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<td>JOB CODE: dirmfen</td>
<td>EEO CODE: 01</td>
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<td>APPROVED BY: Craig Gates</td>
<td>DATE: July 16, 1999</td>
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**SUMMARY:** Directs, coordinates, and exercises functional authority for planning, organization, control, integration, and completion of new products through the management of a staff of engineering managers, program managers, engineers, and technicians.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Delivers original equipment manufacturer products and programs into production on time and within budget.
- Manages the overall operations of the Engineering Department.
- Directs the development of new product technologies.
- Plans and formulates engineering programs and organizes project teams according to project requirements.
- Assigns project personnel to specific phases or aspects of project such as technical studies, product design, preparation of specifications and technical plans, and product testing.
- Reviews product design for compliance with engineering principles, company standards, and customer contract requirements, and related specifications.
- Coordinates activities concerned with technical developments, scheduling, and resolving engineering design and test problems.
- Directs integration of technical activities and products.
- Evaluates and approves design changes, specifications, and drawing releases.
- Controls expenditures within limitations of budgets.
- Prepares interim and completion project reports.
- Enforces new product introduction processes.
- Evaluates and negotiates agreements with major suppliers, customers, and strategic alliances.
- Administers and ensures compliance of corporate policies including safety, Affirmative Action, and Equal Employment Opportunity.

**SUPERVISORY RESPONSIBILITIES:** Manages multiple engineering teams. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• EDUCATION and/or EXPERIENCE: Bachelor of Science degree in an engineering field, masters degree preferred, and ten years progressive responsibilities in new product development and manufacturing, or equivalent combination of education and experience.

• LANGUAGE SKILLS: Ability to read, analyze, and interpret professional publications, technical procedures, or governmental regulations. Ability to write reports, and business correspondence. Ability to effectively present information and respond to questions from managers, engineers, clients, and customers.

• MATHEMATICAL SKILLS: Strong grasp of engineering mathematics, statistics, and economic analysis.

• REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

• OTHER SKILLS and ABILITIES: Ability to operate a computer and use spreadsheet, database, and word processing software. Knowledge of new product development procedures, engineering design processes, and material procurement procedures.

• PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

• WORK ENVIRONMENT: The noise level in the work environment is usually quiet.

The statements on this job description are intended to describe the general nature and level of work being performed by incumbents. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required by all incumbents, and all job descriptions are subject to change to accommodate business necessity. In support of KeyTronicEMS’ goals some incumbents may perform other duties as assigned. In addition, all KeyTronicEMS employees are expected to:

• Promote teamwork and cooperative effort
• Help train and give guidance to other KeyTronicEMS employees
• Maintain a clean, safe, and unobstructed work area
• Provide customers with the highest quality of products and service
• Understand and apply appropriate quality improvement processes