

Engineering Department Principle Duties and Responsibilities

Director of Engineering

JOB TITLE: Director of Engineering

REPORTS TO: President

GENERAL:

Directs and manages the entire engineering and quality organization that includes Airbag Engineering, Seatbelt Engineering, Program and Technical Support, Test Lab, Configuration Management and Certification in the design and production of aviation seat belt and airbag restraint systems, including product research and development, testing and certification, and the support of production and purchasing. Coordinate with company personnel and outside FAA designees, and communicate directly with the FAA and MIDO offices, to ensure compliance with the regulations and polices governing TSO, PMA, and STC applications and approvals.

SPECIFIC RESPONSIBILITIES:

- Ensure that required Engineering functions exist to support the companies current and future requirements
- The DOE sub-delegates his authorities as required
- Ensure the continued regulatory compliance of new and existing designs
- Coordinate technical interface with world-wide customers, government agencies, and standards committees
- Assist the President in strategic technical and business decisions related to the long term success of the company
- Prepare, forecast and maintain annual budgets and capital expenditures
- Approve all departmental purchase requisitions required within approval limit
- Perform and support employee performance reviews
- Provide technical input and support to ensure projects meet research, development, and production schedules
- Technical lead representing Engineering for all product lines
- Chair Airbag and Seatbelt Product Line engineering meetings and support and / or delegate support to the weekly product line meetings
- Review PMA, STC, and TSO packages for content and accuracy
- Create/issue/approve service information letters, service bulletins, and establish company policies in support of the product line
- Participate in FAA and other regulatory audits of Engineering and Manufacturing procedures

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TRAINING / CERTIFICATION REQUIREMENTS:

- Minimum BS degree in Aerospace or Mechanical Engineering
- Minimum of 10 years work experience in technical field
- Must have adequate technical writing skills
- Must be proficient in the use of computers
- Demonstrated desire and ability to excel in product engineering and / or project management
- Must be willing and able to take responsibility for the accuracy, completeness, and timeliness of work performed.

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