

Department Head of Engineering

Roles and Responsibilities

Position Summary

The Department Head of Engineering serves as the Head of the Department and as a Senior Manager of the Company, as well as, a member of the Senior Management and Corporate Management Committees. In these capacities he/she contributes to the business development and strategic planning of the Company based on the objective of providing: maximum profit and return. He/she assists in establishing current and long-range objectives, development of policies and procedures subject to the approval of the Board of Directors and represents the Company to Clients as established by the President.

Responsibilities

In addition to the Roles and Responsibilities of the Senior Engineer/Designer the Department Head of Engineering will plan, direct and control the activities of the design and field services staff, in the production of tender documents and field representation. This includes Engineers, Designers, CAD Operators and Field Representatives.

Represents the Company, as appropriate, in its relationships with major Clients, suppliers, professional associations and government agencies, in order to enhance good will and promote business development.

In liaison with the President ensures that the interest and welfare of the employees, as individuals, are preserved and protected.

Maintains appropriate communications within and between the various Department Heads with respect to all employee functional and operating activities and to actively promote the interaction of employees between departments.

On a weekly basis, reviews hours spent on each project to determine the ongoing success of the project during the production stages.

Assists the General Manager and President in preparing fee proposals by completing the hourly breakdown sheet, identifying the level of effort required to complete the project, as described in the various Request for Proposals (RFP). Participates on the Management Committee to vote and approve all items brought forth for consideration.

Participates at the regular weekly job meetings.

Writes reports or reviews reports prepared by others within the department.

On a daily basis, the Director fills in the time spent on each project using the Bill Quick Time Sheet system.

Provides performance reviews of staff and recommendations for compensation increases and bonuses, as well as training needs.

Assists the President in the search for qualified personnel to enhance the staff complement. The Director will screen potential new employees with the assistance of the President, to determine the candidates capabilities and possible production levels to create a good revenue source.

Carries out special assignments as requested by the President.