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Job Description - Rolling Mill Manager of Engineering

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Department: Rolling Mill

Title: Manager of Engineering

Basic Function:

General supervision of all rolling mill department engineers and rolling mill department engineering functions excluding sales, proposal and development personnel. Develop and recommend plans, procedures, and schedules to process efficiently rolling mill contracts and units in accordance with the requirements of customers. Assist sales and proposal personnel in securing necessary data and information in accordance with their schedule.

Duties and Responsibilities:

1. Organize the department and delegate responsibility for particular phases of Rolling Mill engineering work so as to ensure the orderly processing of rolling mill contracts and rolling mill engineering work.

2. Receive rolling mill contracts, the specifications of the customers, M.C.Co. proposal, and allied engineering data so as to plan, schedule and co-ordinate all rolling mill engineering work for the particular contract.

3. Supervise the prompt preparation and issuing of the "manufacturing orders" for rolling mill contracts and units with the assistance of staff engineers.

4. Responsible for the approval of any and all changes in equipment to be provided a customer after manufacturing orders have been issued.

5. Maintain effective liaison with the Research Department and the Design and Development Department, for the allocating of projects, the establishment of priority for projects, and the decision as to when a design or project is to be "frozen" for turning over to the rolling mill engineering production sections.

6. Responsible for effective liaison with the M.C.Co. manufacturing organization, including Planning.

7. Responsible for effective liaison with the Rolling Mill sales organization, including proposals, and the M.C.Co. Estimating Department.

8. Keep the head of the Rolling Mill Department (1st Vice President) informed of decisions made, and bring to his attention problems and questions requiring his decisions; keep him informed of progress on all the department programs.

9. Review all department correspondence, other than pre-contract, and see that it is correctly routed, acknowledged, and answered.

10. On foreign job after receipt of contract, responsible for correspondence from customers and field engineers and the correlation of work per schedule.

11. Responsible for the morale of those employees under his supervision.

Organizational Relationships:

The Manager of Engineering is responsible to the 1st Vice President for the performance of these duties.

The following positions are responsible to the Manager of Engineering for performance of assigned duties:

Assistant Chief Engineer - Drafting
Project Engineers
Chief Electrical Engineer
Chief Fluids Engineer
Chief Roll Designer
Field Engineers

The Manager of Engineering must maintain close working relationship with the Vice President-Rolling Mill Sales, Chief Technical Consultant, Sales Manager, Vice President-Foreign Operations, Chief Estimator, the Manager of Design & Development Department, the Manager of the Research Department and the Works Manager.