



Job Description

Job Title: Director, Research & Development
Department: Engineering
Reports to: Vice President, Engineering
FLSA status: Exempt/Salary

SUMMARY

Director of R&D will spearhead the Research & Development initiatives and projects of the company. The Director will manage R&D Engineering Staff by assigning job goals to each staff member and evaluating not only their performance to those goals, but also their proficiency at using their core competencies. The Director manages project teams in the design, development and qualification of new products or research projects that could be utilized in new product technologies. The Director is responsible for keeping R&D resources focused on tasks to improve product development time to market. The Director of Research and Development will collaborate with the Director of Sustaining Engineering for product improvements, value engineering activities, engineering support, and Product quality issues. Implements and evaluates metrics on product development activities. Provides technical assistance to other SOR functions and customers. Adheres to and maintains compliance with SOR processes and procedures.

EDUCATION AND EXPERIENCE

- Bachelor's degree in engineering with preference to electrical engineering with mechanical engineering competency
- Experience leading technical product development teams.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Supervises and coordinates R&D team activities.
- Conducts annual performance reviews and makes recommendations for hiring and promotions.
- Works with project teams in the design, development, and qualification of new products.
- Employs metrics to drive product development speed to market.
- Monitors team metrics and objectives to ensure goals are achieved.
- When leading projects, has the authority and responsibility for schedules, budgets, and deliverables of those activities.
- Leads key projects with R&D to support Engineering growth.
- Works with VP to implement Agile methodologies for product development.
- Holds review meetings, sprints, progress meetings, design review meetings and presents project status as required.
- Research's, and identifies material, equipment or other supplies relating to the project activity.
- Provides technical support to other SOR functions and the customer (including site visits).

- Writes and updates procedures in accordance with company requirements (including ISO 9001 system) and trains affected personnel on changes.
- All other functions/responsibilities assigned by the manager.

REQUIRED SKILLS

- Direct management experience with proven track record of building successful teams and developing talent.
- 10 years of experience in product development with industrial systems.
- Experience and proficiency in design of electronic products.
- Agile product development experience including defining minimum viable product (MVP) and honing product definition to improve development speed.
- Knowledge and experience with PC Board design.
- Knowledge or expertise in software development.
- Strong understanding and familiarity with instrumentation and SOR's markets a plus.
- Expert with electronic lab test equipment (e.g. power supplies, frequency analyzers, DSO, pressure raising equipment, etc.)
- Proven ability to direct the activities of a multi-disciplinary project team.
- Experience with mechanical design activities and techniques.
- Good troubleshooting skills.
- Familiar with project management techniques and tools (MS Project, Jira,).
- Computer literate: MS Word, Excel, Power Point.
- Excellent time management skills.
- Strong attention to detail.
- Excellent analytical skills.
- Excellent verbal and written communication skills.
- Understand engineering drawings that conform to relevant national and international standards.
- Has worked within an ISO-9001 compliant quality system.
- Mathematical skills consistent with Bachelor of Science Degree in Engineering.
- Statistical Techniques: good understanding of fundamental statistics, DOE, SPC and hypothesis testing.

POSITION QUALIFICATIONS

Competency Statements

- Personal Attitude and Integrity – Ability to display a positive attitude regarding work and co-workers.
- Judgment/Decision Making – Ability to make thoughtful decisions. Ability to accept accountability.
- Dependability – Ability to meet work standards and attendance requirements of the position.
- Quality – Ability to actively support SOR quality standards.
- Problem Solving/Implementation – Ability to deal with varying workload requirements, manages change effectively. Organizes tasks in a logical sequence and identifies resources required for work plans.

PHYSICAL DEMANDS

- Required to report to work punctually as scheduled and to work all scheduled hours and any required overtime.
- May occasionally lift and/or move up to 10 lbs.
- May need concentrated mental and/or visual attention that must be maintained for sustained periods of time.

WORK ENVIRONMENT

- Noise – low in office – occasionally moderate to high in lab or manufacturing areas.
- Lighting – good.
- Temperature – office environment.
- Hazardous duty – occasional involvement with test apparatus in lab that may include high pneumatic or hydraulic pressures in addition to extremes of temperature and high voltages and exposures to chemicals. Additionally, may be exposed to similar hazards in manufacturing or on-site visits.
- Radiation – occasional and minimal exposure when visiting nuclear power plants.

WORKING CONDITIONS

- Time will be spent in the manufacturing facilities and office settings.
- Potential exposure to chemicals, power, or other industrial environments.

REQUIRED TRAINING

All required training is determined by the department supervisor and/or manager. Procedures critical to this position can be identified as such on the Department Training Matrixes which are located in the Human Resources Department.

COMPANY STATEMENT

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors/managers as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.