



Job Title	MGE Project Manager	
Location	Charlotte, NC	
Division/Dept.	S3 / Project Support Division	
Reports to	Project Support Manager	
Type of position:	Hours <u>40 hrs./ week</u>	Notes:
<input checked="" type="checkbox"/> Full-time w/benefits <input type="checkbox"/> Temp Full-time w/o benefits <input type="checkbox"/> Part-time w/o benefits <input type="checkbox"/> Temp Part-time w/o benefits	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	

GENERAL DESCRIPTION

Prepare outline drawings and Bill of Materials required for manufacturing utilizing Quotation documents and specifications for Mechanical (MGE) systems. Coordinate with Purchasing, Engineering and Manufacturing to have components and documentation available on schedule. Act as a technical resource for Manufacturing.

Primary responsibilities include but are not limited to:

- Ability to read and understand mechanical CAD drawings and BOM's.
- Act as lead liaison for systems which require Integration of Multiple disciplines.
- Ability to learn and use the project management tools of Apogee to create item BOM's.
- Create 3D CAD based models of mechanical framed assemblies and corresponding 2D drawings.
- Knowledge of Automation Systems for Industrial Applications.
- Store and retrieve technical documents within Autodesk Vault.
- Follow company technical standards for design and engineering.
- Maintain professional working relations with Associates, Vendors, and Customers

QUALIFICATIONS

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

- Associate's degree (A.A.) or equivalent from two-year college or Technical school
- Bachelor's degree (B. S.) in Engineering preferred
- Continuing education in current technologies

Skills/Competencies

- A keen attention to detail with strong organizational skills
- Ability to work independently and manage multiple tasks
- Excellent written and verbal communication skills
- Committed team player with caring attitude

Experience

- 2 Years in a manufacturing type environment

Language Ability

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- To perform this job successfully, an individual should have knowledge of and be proficient in Microsoft Office, Excel, and Adobe Acrobat. Need to have a basic knowledge of AutoDesk Vault as well as a proficiency in AutoDesk Inventor. Other programs that are helpful to know are Frame Generator as well as I-logic.

Supervisory Responsibilities:

- This job has no supervisory responsibilities.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate, there is some time spent near moving mechanical parts.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duty of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms as required to operate computer and measurement equipment. The employee is occasionally required to stand, walk, step up on and over large equipment as well as be able to speak and hear in a noisy environment. An employee would need to be able to have the ability to have clear vision at 20 inches or less.