



**IB-TECH JOB BID**  
**Design Section Manager – M1 – 1<sup>st</sup> Shift (Exempt)**

<b>INTERNAL JOB POSTING #11-03-2022</b> <b>(Please Include Job # on Job Submission Form)</b>	
<b>POSTING DATE</b>	<b>Thursday, March 31, 2022</b>
<b>APPLICATION PROCESS</b>	<b>Resume &amp; Job Submission Form to Julie Buzzard (HR)</b>
<b>APPLICATION DEADLINE</b>	<b>Thursday, April 7, 2022</b>

**Education & Experience Requirements**

- Associate Degree (AS) in related field AND 3 years of job-specific and related experience in automotive design, research, development, testing and mechanical engineering OR;
- 5+ years of job specific and related experience in automotive design, research, development, testing and mechanical engineering AND;
- Must possess demonstrated analytical capability; ability to work independently and as a team; excellent written and oral communication; ability to inspire and motivate others; and proficient computer skills, specifically in Microsoft office applications, computer aided design (CAD), and 2D and 3D modeling experience is required.

**Primary Roles & Responsibilities**

- Manage and Supervise design, change point, and test lab associates
- Support annual budget development and weekly financial updates
- Review all purchase orders, support test lab calibration, and communicate budget impacts
- Support Japanese Design SSE for all current and new model activities including presentations, financial estimating activities, process changes, supplier product changes
- Support New Model launches and design changes including education, training, validation of process changes, MOST standards, Jig & Equipment set ups and other activities related to process changes
- Lead the plant for value added and value engineered improvements in relation to manufacturability
- Lead new model communication with English speaking counterparts at customers
- Utilize CAD software, CATIA, to review and communicate revised drawings to external and internal customers
- Ability to be discreet when working with sensitive information and proprietary designs owned by IBT
- Risk assessments including Design for Manufacture and Assembly (DFMA) and Design Failure Mode and Effects Analysis (DFMEA) – evaluate DFMEAs provided by IMASEN, support PFMEA & PQCT activities
- Software systems integration and management for programs such as Catia, Dropbox, and Plex
- Support staff as needed to meet goals and requirements
- Support sales with technical design and process information
- Working knowledge of IMDS system and update IMDS system for new model and design changes
- Support Imasen Chief Engineers in developing departmental target and goals
- Understand and lead document control – evaluate revised prints for physical, tolerance, processes changes – support internal teams as required: MPCN, SCR, PCR activities
- Support production, PE, Maintenance, Tooling, and Quality departments with customer inquiries, complaints, and technical expertise needs with current and future products
- Ensure digital and hardcopy prints are updated and support internal departments with information and print requests
- Technical documentation and recordkeeping for past problem history and fault tree analysis
- Responsible for Test Lab, schedule, results, reporting, and evaluation of test lab activities
- Overtime may be assigned
- Travel is moderate or 25% of the time per month, but more may be requested by Leadership
- Training needs are based on IB-TECH’s training matrix for this position, relevant to ISO 9001 and ISO 14001 systems
- Other duties as assigned

**Physical Demands**

- Associate must be able to occasionally lift up to 40lbs in single or multiple lifts. Associate must be able to occasionally push/pull up to 100lbs. Associate will frequently bend, twist, turn, squat kneel, overhead reach, climb stairs, and pinch grip small objects for up to 4 hours per day. Typical work environment includes sitting, typing, writing in an office sitting 6 hours per day and standing in manufacturing areas 2 hours per day. Associate must have a valid driver’s license to operate company vehicles. Idle time between job tasks is likely to exist. Break/Lunch periods are typical in a 9-hour day.

**Grade/Classification:** M1 - Manager  
**FLSA Status:** Salary-Exempt  
**Department Assignment:** Design  
**Function:** Senior Japanese Design SSE  
**Reports to:** Section Manager  
**Supervises:** 2-5

IB-TECH reserves the right to change and/or otherwise amend the job description herein from time to time based on business needs. Rev 3/24/2022