JOB DESCRIPTION

| **Title** | ENGINEERING TEAM LEAD | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The **Engineering Team Lead** is responsible for supervising the work of their engineering teams. This position frequently serves as a liaison between their team and upper management, ensuring that everyone is on the same page in terms of the company's goals and objectives.

The Engineering Team Lead may also be assigned the task of developing new processes or procedures for their team. This could include developing training programs, revising job descriptions, or implementing performance metrics.

**Duties and Responsibilities**

Responsibilities include, but are not limited to the following:

* Lead engineering teams by establishing goals, managing workflow, and ensuring that projects are completed on time and on budget.
* Examine designs to ensure they are feasible and adhere to industry standards.
* Develop working drawings and models for new product or machinery designs.
* Process evaluation to identify ways to improve efficiency and reduce waste.
* Construct project supervision and communication with contractors to ensure that deadlines are met.
* Conduct research in order to create new materials or products.
* Develop engineering departments' organizational policies and procedures.
* Manage the work of engineers and other staff members to ensure that all projects are completed on time.
* Identify potential projects and opportunities for company growth.
* Additional related duties as assigned.

**Key Qualifications and Competencies**

* A bachelor's degree in engineering, engineering technology, or a closely related field is required.
* Master's degree in engineering or a field related to engineering.
* Obtained courses in mathematics, physics, chemistry, computer programming, and engineering design are preferred.
* Certifications demonstrating a professional's abilities and knowledge.
* Excellent technical background in order to comprehend the engineering problems they are working on.
* Willingness to learn the company's specific processes and procedures, as well as role training in leadership skills such as communication and time management.
* Ability to collaborate effectively with others in order to coordinate projects and ensure that everyone is on the same page.
* Understands how technology works to assist businesses in optimizing their use of it and ensuring that it is operating properly.
* In-depth knowledge of project management techniques and the ability to work well under pressure.
* Good communicator, as they will be in charge of communicating ideas and concepts to other team members.
* Understand the product development process, as well as the ability to spot potential problems early on.

**Working Conditions**

* This position is set in an office environment.
* The standard workweek for this position is [insert #] hours.
* The standard business hours for this position is [insert core hours]. Overtime and hours worked outside of the standard work schedule may be required.
* Use of Personal Protective Equipment (PPE) when on job sites.
* Formal COVID-19 precautions are in place for employees