
TITLE: PRODUCT ENGINEERING LABORATORY LEADER
LOCATION: GUELPH, ONTARIO
REPORTS TO: PRODUCT ENGINEERING MANAGER

PURPOSE OF POSITION

To manage the daily activities of VIQUA's engineering lab including planning, scheduling, budgeting, execution, customer interface, reporting and record retention. This role will oversee and run all required testing to assure their delivery in an accurate and timely fashion following industry standards and using proper safety precautions.

KEY RESPONSIBILITIES

- Conducts tests or experiments using standardized protocols based on scientific principles to support product development and product engineering activities.
- Assists in development of new test protocols.
- Examines test samples and read measuring instruments, blueprints, schematics, wiring diagrams, and operational instructions.
- Develops operating, maintenance and test procedures based on laboratory standards and safety policies.
- Assists in scheduling, assigning, reviewing and coordinating workflow to assure proper utilization of staff.
- Directs the daily activities of designated staff. Advises supervisor on staffing levels, performance appraisals and merit ratings of staff.
- Designs, adapts or directs the building of test setups and equipment to new situations, based on analysis of test specifications and engineering department requests and instructions.
- Prepares purchase and material requisitions. Recommends solutions to observed test problems.
- Participate in root cause analysis and investigations of materials failure and testing issues.
- Maintain space planning, infrastructure change and requests
- Performs routine maintenance of designated test equipment and laboratory area.
- Operates with minimal supervision within defined limits of responsibility.
- Communicates with department personnel to receive instructions, convey data and determine equipment availability and with internal clients during test setup and performance to demonstrate or otherwise illustrate equipment test methods and/or discuss test results.
- Communicates with plant department personnel to offer suggestions pertinent to equipment needs and to arrange for delivery of samples from receiving dock.
- Integrates continuous improvement concepts and techniques into all aspects of the job.
- Strategic matters or decisions are usually referred to more senior authority.
- Provides professional and comprehensive documentation.

RELATIONSHIPS

- Work is not generally supervised in detail and amount of supervision varies depending upon the assignment
- Usually technical guidance is available to review work programs and advise on unusual features of assignment

- Maintains extensive relationships with other departments and external groups
- Will routinely advise other associates in own technical specialty

BACKGROUND AND SKILL

- A minimum of a Technologist Diploma in a related field or equivalent education with at least three-to-five years' related work experience.
- Demonstrated ability to develop and execute test plans and projects
- Experience setting up and maintain testing environments to mirror customer requirements to gain valid test data.
- Familiarity with plumbing equipment
- Ability to work in a fast paced environment.
- Working knowledge of the DVP&R and DFMEA tools
- Project management, technical writing, and presentation skills required
- Knowledge and ability to work with all Safety process and regulations

The above are not intended to be an all-inclusive list of the duties, responsibilities and requirements of the job described. Rather, they are intended to describe the general nature of the job.
