Headframe Spirits Inc.

Department
Headframe Spirits Manufacturing

Job Description
Job Description Title: Manufacturing Engineering Project Manager
FLSA Status: Exempt

Accountable To (Title): CTO
Position Status: Full Time

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Company Background & Job Summary:
Headframe Spirits Manufacturing (HSM) is a business unit of Headframe Spirits engaged in the design and manufacturing of standard and custom-design, continuous-flow, ethanol distillation systems. In addition to distillation equipment manufacturing, Co-Packaging operations are also carried out within the HSM business unit. HSM strives to provide its customers, both internally and externally, with a quality product in a timely and professional manner.

At HSM, the Manufacturing Engineering Project Manager supports pre-sales, training and post-sales install, support and maintenance on all equipment manufactured and sold by HSM, design, and implementation of new systems. These responsibilities require a superior understanding of mechanical and electrical fundamentals, and a sound working knowledge of manufacturing and chemical/thermal processes, instrumentation, electrical motors & controls.

Essential Duties and Responsibilities and Expectations:

R&D, Design & In-House Commissioning

40% of time Description of Duty/Task:
- Serve as liaison between clients and HSM metal craft and design team.
- Research and design new components/enhancements.
- Collaborate in mechanical, chemical, and electrical design work as identified for the eventual fabrication of beverage-alcohol, distillation systems.
- Participate in design review meetings and vigilantly identify areas of innovation from both customer facing and internal build perspectives (a holistic paradigm).
- Lead commissioning of each system in-house and prior to shipment, including: Safety, assembly, hydrotesting, electrical system commissioning & troubleshooting, pump & motor startup and rotational checks, I&E checkouts, system operation at rated system throughput, and any other commissioning tasks relevant to providing a superior customer experience.
- Provide testing methodology and characterization for current and future manufacturing products for specification and quality control.
- Perform post-mortem on each manufacturing project including Return on Failures, per-project Profit & Loss Statement examination, vendor management, internal processes, etc. This information should be translated into improvement for current and future projects.
- Participate in meetings, as required, to advance the agenda of Team Headframe. This will include weekly HSM team meetings and may extend to management meetings as well.

Installation & Support

30% of time Description of Duty/Task:
- Maintain safe working environments.
• Targeted 2-day installations and an additional 40 hours of training per still install (included with purchase of still) + travel time.
• Supplemental training and remote support via phone or computer interfacing.
• Some throwing of wrenches, mechanical support, forklift & equipment operation, electrical & PLC troubleshooting, and other items as necessary for the purpose of equipment commissioning, install, and/or maintenance work.
• Technical document development/design with change tracking for manuals and HMI hardware/software.
• Onsite work revisions, when required, for installation design revisions.
• Communication/escalation of client design feedback, concerns, and technical challenges. Management and execution of client-facing support platforms and content which include any media or medium for the purpose of providing a superior customer experience.

Sales & Project Management

20% of time Description of Duty/Task:

Pre-Sales
• Coordination on development of marketing materials and expansion of HSM public presence on social media and other valued online channels including: headframestills.com website, YouTube, etc.
• Attendance at trade shows in a Headframe appropriate sales capacity.
• Development of name recognition in the industry through writing, speaking and other opportunities for audience engagement.
• Assist with coordination and execution of on-site client visits at HFS/HSM for demonstrations of the technology in action and coordination with the Production Manager and their team.
• Cultivation of other avenues for revenue generation for HSM.
• Examination of opportunities to provide distillation classes in Butte at the HFS facility, with the purpose of driving additional sales.
• Provide evidence-based recommendations for new product development, including: market research, methodology, and strategic technical & logistical planning.
• Analyze product pricing and competitor landscape to ensure proper market position.

Post-Sales
• Coordination with metal craft team on lead time and communication with clients of build status (progress reports).
• Provide troubleshooting assistance and phone/video support to existing clients.
• Communicate on available product enhancements and warranty support.

Education

5% of time Description of Duty/Task:
• Education may come in many forms. It may be self-directed or may be focused on providing education to the HSM team, our customer base or the industry. It may be simple, like attending a webinar or reading an article or it may be much larger, such as attending a conference or other professional training.
• Education will be a primary focus of on-boarding into the position but the need for ongoing education does not diminish. Emphasis should be on attaining professional certification where appropriate and on industry subject matter expertise.

Assisting Others

5% of time Description of Duty/Task:
• Performing tasks in assistance to other departments or tasks outside the scope of this job description. All team members are expected to provide support in a safe, efficient, and effective team environment.
Minimum Qualifications (Experience/Education):
In addition to the specific skills listed, this position requires a highly-disciplined problem solver with a strong work ethic that can function safely and effectively in both a team environment and on their own. This is a 40-hour/week, full-time position.
- A degree, in Mechanical Engineering or other relevant engineering program
- 3 years minimum experience in equipment design with client-facing experience preferred
- FE preferred

Competencies or Knowledge, Skills and Abilities (KSA's):
It should be noted that the functions and responsibilities listed here are not all inclusive of what may be expected from the individual holding a Manufacturing Engineering Project Manager position. Headframe Spirits takes pride in maintaining a safe, agile, and multi-faceted team environment. Headframe Spirits’ employees may, from time to time, be called upon to assist in areas that may lie outside of those described by the formal job description. It is expected that in such circumstances the employee execute the assigned tasks with the necessary safety, enthusiasm and attention to detail.

- Safety is priority 1
- Must be able to operate on a budget
- Must be highly skilled at prioritizing and communicating priorities to a team
- Must be interested in developing into a leadership role and demonstrate appropriate leadership talents
- Should be holistically driven by values and ethics
- Proficient with common hand tools and metal fabrication equipment; saws, grinders, drills, etc.
- Must be (or become) forklift and Manlift certified
- Proficient with computers (Macs, not PCs) and common business software, Word, Excel, etc.
- Can build spreadsheets, graphs and use visual tools to interpret data
- Database experience a plus
- PLC and HMI programming a plus
- Able to communicate well verbally and in a written manner
- Comfortable speaking in front of clients and potential groups of listeners

Physical Demands & Working Conditions:

- Ability to lift and carry products/equipment weighing up to 50 lbs.
- Perform installs onsite in conditions that may not represent a finished distillery
- Training and other onsite client work will be performed mainly standing
Benefits At A Glance
For: Applicants and New Full-Time Employees

- 120 hours of Paid Time Off annually
- 160 hours of Paid Time Off annually for employees over 3 years full time with Headframe Spirits Inc.
- Medical Benefits
  - Headframe Spirits Inc. pays 50% of employee portion of medical insurance
    - Comprehensive policy including free wellness checkups
    - Dental Insurance
    - Vision Insurance
- 401(k) Retirement Plan
  - Safe Harbor company match equal to 100% of first 3% of the employee contribution, plus 50% company match of the next 2% of the employee contribution, with immediate vesting
  - Possible profit-sharing company contributions dependent upon a vesting schedule
- 15% Discount on Headframe Spirits merchandise
- Paid ongoing education, see your supervisor for more information
- Access to Headframe discounts with vendors for personal purchases
- Bring Your Dog To Work opportunities, see Human Resources for more details
- Promote From Within philosophy means a greater opportunity for employees to advance inside Headframe Spirits Inc.