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MANUFACTURED CONCRETE PRODUCTS

JOB PROFILE

POSITION TITLE: Assistant Engineering Services Manager (AESM)

DEPARTMENT: Engineering Services

REPORTS TO: Engineering Services Manager

SUPERVISES: All Engineering Services staff including drafting services and QA/QC personnel

Introduction:

This Job Profile has been prepared as a guide to ensure better communications and understanding. However all responsibilities have not been (nor could they be) included; your supervisor/team leader may from time to time ask you to perform other duties and responsibilities not specifically included in this Job Profile. Likewise, this description will be revised when required, to meet changing business needs.

Purpose of Position:

Under the guidance of the Engineering Services Manager (ESM), the Assistant Engineering Services Manager (AESM) will work with the technical services team to effectively provide services to each of the other corporate departments. Primary emphasis is on the Sales and Production Departments to serve as a technical link between them.

Under the direction of the ESM, the AESM and team will provide pre-bid project analysis, estimating and proposal drawings to the Sales team and work closely with their counterparts to produce accurate estimates and bids. Further the AESM will coordinate the production of outside consulting engineering drawings and services ensuring that cost effective and timely product designs are supplied to our teams. In this area of work the AESM and team will take their lead from the Sales Department who will be supplying leads and opportunities and who will be the liaisons to our customers. Upon receipt of successful bids and orders, the AESM and team will be the information link to Production by creating bills of materials, labour routings and accurate "production ready" technical drawings all in a timely manner. The AESM and team will also supply any technical notes required to manufacture the products to all appropriate plans and specifications.

The AESM and team will ensure all products manufactured and sold by Anchor Concrete Products Ltd. (ACPL) comply with all applicable standards and specifications pertaining to their

Assistant Engineering Services Manager	Revision #2	February 4, 2010
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design, manufacture, handling, installation and safety. The AESM role supports sales, marketing, shipping and production efforts by providing sound technical services and civil engineering designs and expertise to the whole organization in order to reduce costs, improve quality, decrease time to market and increase sales.

Work is governed by company policies and procedures, as well as OCPA, CSA, CHBDC, MTO and other standards and specifications as well as generally accepted principles of engineering. Work and effective communications with others are critical success factors and are governed by decisions that protect and promote the best interest of the company.

Major Responsibilities and Tasks:

1. Estimating:

- Ongoing, review standard costs (BOMs and Routings) on all stock products to ensure they are kept accurate and up to date;
- Working closely with the Sales Team review potential projects for opportunities for components to be made as precast concrete products;
- Develop proposed methods of product manufacturing including proposed mould designs in consultation with both Sales and Production departments to ensure our customers and our Production teams needs will be met;
- Source required materials, custom fabrications and components and explore opportunities for cost savings; and
- Create cost estimates for products and projects, ensuring all estimates for materials (BOM's) and labour (Routings) are accurate and that products can be made within the estimated costs.

2. Drafting:

- Working closely with the Sales team create proposal drawings for bids;
- After receipt of orders, direct the drafting team to create accurate and detailed production and assembly drawings. Ensure all the information necessary to create outstanding products that will meet or exceed our customers expectations, is easily and clearly communicated to all parties;
- Audit and keep updated all master drawings & specifications for all standard products;
- Manage compilation and checking procedures for drawings to ensure products are made right the first time; and
- Communicate manufacturing methods as proposed in the bid design phase with the production teams to ensure objectives are clear, required manufacturing procedures are understood and the product is made accurately and delivered on time.

3. Moulds:

- Understand moulding processes, mould equipment and manufacturing processes to design, build or repair moulds that will reduce the costs of products being manufactured;
- Working closely with Sales and Production, ensure products being bid on are compatible with existing moulds, or that mould modification or new mould costs are appropriately taken into account in our estimates and bids; and

Assistant Engineering Services Manager	Revision #2	February 4, 2010
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- Review scheduled production drawings to ensure Production can manufacture the product as per the drawing and staff is able and have necessary project details to produce the product.

4. Quality: Under the direction of the Engineering Services Manager working with the Production Manager and Quality Staff, the AESM will:

- Ensure all product and plant certifications required by ACPL to conduct business are maintained and kept up to date;
- Direct the QA/QC team to inspect, review, document and report findings to ensure all ACPL's products meet all applicable standards, specifications, customer requirements and production staff needs;
- Ensure all products manufactured and sold by ACPL, and the processes used in their production comply with all applicable standards and specifications for manufacturing, handling, installation and use;
- With the QA/QC department through regular meetings, direct the production team to achieve consistent product quality as this will continue to build and develop our reputation as the supplier of choice; and
- Review product and plant certification requirements, updates and proposed changes to ensure ACPL is compliant.

5. Engineering:

- Work with the ESM to manage external engineering relationships for timely and efficient design of product;
- Standardize reinforcement designs for Manhole** and Box Manhole products in compliance with CHBDC and OPSD and other relevant standards.
- Provide standardized mesh reinforcement design options for box manhole products in compliance with CHBDC to generate cost savings;
- Provide technical support for sales and marketing efforts;
- Through technical seminars for Professionals, assist in the education of buyers and specifiers to increase demand for ACPL's products and services;
- Work closely with the sales department to ensure all quoted specials can be manufactured within the allowed materials and labour budgets. Advise sales of potential cost overruns or manufacturing capability problems; and
- Review BOM's and Routings, variance reports and work with the ESM to update and verify the accuracy of such reports.

6. Research and Development

- Participate in continuous improvement initiatives, make well researched decisions and keep accurate, timely and complete records; and
- Identify opportunities to reduce manufacturing costs and create plans or scenarios for budget analysis to support proposed changes.

Increased sales and profitability will broaden and increase the role and responsibilities of the AESM at ACPL. The AESM and team members' ability to support sales through decreased product lead times, increased product quality, product and manufacturing innovation,

Assistant Engineering Services Manager	Revision #2	February 4, 2010
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timely/efficient drawings, accurate cost estimates and mould production will play a key role building ACPL's business.

Education:

Post secondary diploma in civil engineering as a Professional Civil Engineer or Civil Engineering Technologist. Registered member or eligible for membership in the Professional Engineers of Ontario (PEO). A valid Ontario Drivers License is required.

Experience:

- 5 to 10 years related industry (construction);
- 3 to 5 years experience (more preferred) in the civil fields of transportation and underground services including water, sewer, electrical, and bridging systems;
- 2 years minimum experience exposed to a construction site environment;
- Experience managing and directing a team and working in a team based environment;
- Proven track record as a "make it happen" type of person;
- Experience with concrete materials, designs and methods of construction; and
- Experience with Enterprise Resource Planning Systems (ERP) and specifically Bills of Material and Routings would be an asset

Knowledge and Skills:

- Experience relating to the design, use, installation and maintenance of structural underground and above ground precast concrete structures will be an asset;
- Exceptional skills in plan reading, material take-off, estimating and construction of projects;
- Proven ability to lead a team and work effectively in a team environment;
- Demonstrated organizational and record keeping skills to efficiently and accurately manage a large volume of detail; and
- Strong analytical and problem solving skills.

Interpersonal, Communication Skills:

Work requires excellent verbal communication skills for working in a team environment and explaining work and quality requirements. Collaboration skills are necessary when implementing changes and improvements. Well developed written and math skills to prepare reports are necessary, along with a positive solution-seeking approach.

Contacts/Working Relationships:

Internal:

Meets daily with sales and production to confirm requirements of product specifications. Meets daily with drafting and meets with QC/QA inspectors to receive reports and address issues. Meets with production as required explaining quality standards and actions required to ensure quality.

External:

The AESM meets with customers, specifiers, regulatory bodies and others from time to time to promote the use of precast concrete. This role should be in support of the outside salespeople.

Assistant Engineering Services Manager	Revision #2	February 4, 2010
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Scope of Responsibilities:

- Accuracy of cost estimates;
- Ensure our ability to make products as designed or bid;
- Output of drafting and QA/QC teams;
- Mold design and production;
- Ensure all products meet all required plans and specifications;
- Product development; and
- Support sales people as necessary.

Consequence of Errors:

Failure to ensure the accuracy of estimates will result in money being lost by the company. Poor planning for the production of specials will result in cost overruns, late schedules, unhappy customers and potential lawsuits. Poor performance by the drafting team will result in production errors, cost overruns, scrap product, unhappy customers and lateness to schedule. Not ensuring that all products meet plans and specifications will result in scrap product, cost overruns or lost profit, back charges for repair or rework, unhappy customers, decertification of our ability to manufacture and potential lawsuits. Arrested or delayed development of new products will result in our competition catching up to us, lower margins and a less bright future for all. Improper support of the sales department will result in lost opportunities and lower profitability.

Physical Demands:

The physical activity required is standing, walking and sitting. Close attention to computer screen for lengthy periods is required. The position will also require intense concentration when listening to other staff members and customers. Manual dexterity is required to complete data entry (takeoffs, orders, etc.) on computer.

Working Conditions:

The majority of the working day will be spent in the general office. Periodic visits to the production areas will be required. Compliance with statutory and company safety regulations is mandatory.

Hours of Work:

Start Time 7am or 8am at the discretion of the incumbent, for a minimum of 8 hrs/day; normally Monday to Friday. It is anticipated that ongoing training will be required to fulfill the expectations of this position. At times this will require travel, sometimes to other countries, especially the United States. Regular travel to regional destinations within Ontario is required.

Supervision/Leadership of Staff:

Daily; supervises and guides the Technical Services staff including drafting and QA/QC personnel as well as production staff in matters relating to technical issues.

Assistant Engineering Services Manager	Revision #2	February 4, 2010
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EMPLOYEE ACKNOWLEDGEMENT;

I, _____ have reviewed this job profile with my Supervisor. He/ she has explained the job responsibilities and answered my questions. I have received a personal copy of this Job Profile and agree to carry out these responsibilities.

Employee's Signature/Date: _____ (date)

Supervisor's Signature/Date: _____ (date)

Assistant Engineering Services Manager	Revision #2	February 4, 2010
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