

## JOB DESCRIPTION

<b>Job Title:</b>	Controls Engineering Manager	<b>Dept:</b>	Engineering
<b>FLSA:</b>	Salary Exempt	<b>Issue Date:</b>	11/20/2018
		<b>Revision Date:</b>	2/7/2019 - A

Note: Direct reporting structure is based on division organization charts.

### Key Areas of Responsibility (Answerable for the following end results)

- Oversee, and Maintain Dakota Corporate standards related to Machine Controls (PLCS)
  - Recommend policies, and best practices efforts
  - Ensure PLC programs are following state and federal laws, and regulations.
  - Oversee and lead plant controls team
  - Lead and mentor the general performance and the continual development of the Controls Engineers.
  - Develop plans to improve the skills of each person in the department and monitor overall effectiveness.
  - Lead controls engineering group on the different shifts.
  - Lead controls engineering to ensure that ALL machine control panels stay clean and up to date.
  - Own and maintain all software and licenses related to Controls.
  - Lead process audit to validate compliance to the Dakota standards.
  - Ensure Maintenance team is supported and guided to root cause downtime.
  - Own, maintain and approve all PLC, HMI, Robot, and Vision programs for new and existing equipment.
  - Own, maintain and approve all schematics for new and existing equipment.
  - Own, maintain and approve all machine network layouts for new and existing equipment.
- Understand Machine Controls concepts and work to improve corporate standards with Advanced Manufacturing Controls team.
- Oversee standards related to Torque process and programming.
- Oversee standards related to Vision process and programming.
- Oversee standards related to Robotic process and programming.
- Ensure equipment and networks are maintained to allow PLC backups through Asset Centre.
- Support and approve programming changes performed by the controls team.
- Support departmental budget planning related to machine controls and training.
- Support new business quotes, as required.
- Enhance the Launch Readiness process through lessons learned.
- Document all activities as required.
- Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
- Any additional responsibility deemed necessary by management.

### Limits of Authority

- Immediately advise direct supervisor of situations that may pose a significant risk to the program, product assurance, facilities and employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Recommend hardware, software, tools or other items to be used to improve support or operation of company
- Approve Business Operating System documentation, as required and related to PLC control documentation
- Quote / negotiate pricing and timing from vendors for equipment and tooling

### Basic Education, Experience and Skills Required

- Bachelor degree in an Electrical Engineering discipline or equivalent combination of education and experience.
- 5 years of hands on programming and controls experience in a related field.
- Prior experience in Alan Bradley Logic (Rockwell), AB HMI Logic, RS Logic, Visual Basic, Device Net, SQL, Crystal Reports)
- AutoCAD
- Possess demonstrated leadership abilities, organizational and communication skills.

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- Must demonstrate proficiency in the development and management of process control solutions, from collecting data through the design, configuration, and integration processes.
- Must be competent in programming and the development / implementation of engineering guidelines and standards
- Experience with Vision Camera systems (Cognex)
- Experience with Robotic (Fanuc) systems
- Experience with DC guns (Atlas Copco)
- Good mechanical / technical skills, proficient aptitude with Computer programs

### Internal Training Requirements

#### Required Training (Minimum Requirements)

- Dakkota Orientation
- Dakkota Vision and Culture
- Departmental Training
  - Process 07 – Engineering Change
  - Process 03 – Program and Process Development
  - Process 13 – Maintenance and Facilities
  - Process 15 – Environmental Policy
  - Clark Broadcast Database
  - Change Control Database
  - Asset Essentials (Maintenance data base)
  - Hazardous Communication
  - ARC Flash
  - Lock Out Tag Out
- Company Training
  - BOS Overview
  - Information Technology
  - Outlook
  - Trans4M Overview
  - Purchase Requisitions
  - Quality Mission Statement
  - Expense Reporting
  - Travel Management System

### Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

### Risks Associated with Job Function

- Working Electrical cabinets while programming and or trouble shooting while system is live (HOT).

### Travel Requirements

- Approximately 5% to 10% travel required
- Valid driver's license required

The above points have been explained sufficiently.

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Date

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Employee's Signature

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