



Job Description			
Fill in The Blanks Below			
Position Title:	Operations Staff Engineer	FLSA Classification:	Exempt
Reports To:	Sr. Vice President Operations	Band:	
Location:	Fort Lauderdale, FL	Last Reviewed:	May 2009

Position Summary (A broad statement that captures the essence and overall purpose, 2-4 sentences.)

The Operations Staff Engineer is responsible for engineering support of LifeSync products in the marketplace. Engineering support will include initiating and completing product and system improvement projects. The Operations Engineer will investigate product complaints and non-conformances and complete CAPA projects. The Operations Engineer will have a Bachelor of Science degree in Biomedical, Electrical, or Mechanical Engineering or similar engineering field, an MS or MBA is preferred. 5-10 years experience in operations engineering, industrial engineering, quality engineering, or similar engineering position is required, and background in medical devices is highly preferred.

Essential Functions: (Core duties that are fundamental for the position to exist. Define purpose, function, result to each duty, frequency, and time spent in brief phrases, not sentences. List duties in order of descending importance. Each statement should include: begin with an action verb in the present tense, activity type/type of work, object reason, i.e. Determines account service problems/issues to minimize loss, or Analyzes project needs and updates weekly, or Maintain subsidiary automated documentation system bi-weekly. List most important functions first.)

This person will:

1. Work with contract suppliers and R&D Engineers to support process validation of LifeSync products.
2. Initiate and lead cost reduction, quality improvement and supply chain optimization projects with contract suppliers.
3. Update and maintain DMR's for LifeSync System products.
4. Complete failure investigations for product complaints or product non-conformances. This requires interface with customers, product technicians and suppliers and the evaluation of decontaminated, returned products.
5. Complete Corrective Action/Preventative Action projects for product and system issues.
6. Develop product testing protocols, complete product testing and work with Marketing to establish product differentiators or performance claims.
7. Work with Clinical group to support Clinical evaluations of LifeSync Products
8. Create project plans for programs assigned
9. Collaborate with the QA team to insure conformance to all QA/QS requirements'
10. Manage project teams consisting of Operations Engineers, Quality Engineers, Materials personnel, Clinical personnel or others.
11. May manage Direct reports of Operations Engineers

Secondary Functions: (Describe duties or tasks using the format for essential functions that are necessary to a lesser degree, requiring < 5% of your time spent AND may not be critical.)

1. Support R&D as required, in the design and introduction of new products
2. Support FDA, BSI and other regulatory audits.
3. Support supplier audits and supplier management program.

Interactions/Relationships: (Identify key relationships; position title, purpose and frequency of interactions i.e. Attorney, producing correspondence daily; or Project Manager, flowcharting action, weekly; may include external sources.)

Typical interactions on a daily and weekly basis include:

1. Project and team members
2. Quality Assurance personnel
3. Materials personnel
4. Outside suppliers and contractors
5. Internal and external consultants
6. Customers for our products

Position Specifications: (Identify the minimum qualifications needed; education level or equivalent, minimum years of experience. Use required, essential, preferred or plus for each. Also identify KSAs: knowledge, skills, abilities and competencies, i.e. Knowledge of cost accounting inventory valuation methods required or skilled in using MS project and Visio preferred, analytical skills required.)

The ideal candidate will have the following characteristics:

1. Minimum BS in either Electrical, Mechanical or Biomedical Engineering. Advanced degree is preferred.
2. Require at least five years prior industry experience, preferably in medical device operations
3. Require demonstrated experience in operations engineering.
4. Require solid communication skills to enable direct interaction with management and outside suppliers and contractors
5. Require demonstrated project management skills
6. Require proficiency in statistical analysis, project management, and/or computer aided design software
7. Require experience with product testing equipment and/or software
8. Prefer experience in Pro-E engineering drawing software
9. Prefer experience in Lean Manufacturing and Six Sigma Process Excellence certification

Physical/Mental/Physical Environment: The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations will be made to enable people with disabilities to perform the essential functions. (Requirements of the position as it is typically performed. Consider senses and environment items, i.e. strength, vision, noise, movement, talk, hear, sit, use hands/fingers, reach, bend, equipment heights, odors, hazards, etc.)

Regularly required to stand; walk; talk; sit; use hands to handle objects and feel controls; reach; climb stairs; stoop; crouch; talk; listen; and have vision capabilities that enable reading and viewing a computer screen. The employee may occasionally lift up to 10 lbs.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel. The above duties are subject to change and shall not be construed as a promise or contract of employment or of any specific duties.