

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Date of last revision: July, 2011

Job Title: Director of Technology

Supervises: Technology Staff

Completed By: HR

Department:

Reports To: CEO/President

Status: Exempt

Part II – Position Objective

Support the sale, design and manufacturability of custom capital thermal processing equipment and systems through the optimization of Harper's Pilot Facility resources:

Part III – Job Responsibilities

Primary Duties

1. Responsible for managing multiple development/pilot facilities to include scheduling, facility/equipment oversight, resource planning, etc...
2. Recruit, supervise, train, and provide technical leadership to engineering/technology staff.
3. Plan, coordinate, and conduct material processing/development ("proof of concept"/"scale-up") experiments.
4. Analyze results & oversee their documentation and assist other departments with the preparation of follow-up reports per customer specifications.
5. Keep a pulse on emerging technologies & advise senior staff regarding potential target markets/opportunities.
6. Assist with determining feasibility for investing resources in research and/or proof of concept experiments.
7. Develop and maintain appropriate safety protocols/procedures for all facilities.
8. Coordinate with Sales & Applications to prepare customer proposals for developmental projects.
9. Understand & support the conversion of small-scale processes into commercially viable large-scale operations.
10. Develop & foster collaborative relationships with universities & research institutes.
11. Develop a methodology by which Harper develops collaborative relationships with commercialization arms of research institutes.

IV – Knowledge, Skills, Education

Knowledge, Skills, Education

1. Masters Degree in Materials Science Engineering or Chemical Engineering with relevant materials science experience required.
2. 5 years industry experience required.
3. Plant/production operations experience a plus.
4. Understanding of high temperature processes desirable.
5. Demonstrated ability to make & execute sound business decisions necessary.
6. Excellent written & verbal communication skills required.
7. Must possess high degree of technical depth and creativity.
8. Knowledge and or experience with industrial/chemical safety requirements/procedures necessary.
9. Excellent interpersonal and people management skills required.
10. Experience with relevant analysis software & Microsoft Office programs preferred.

V - Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk. The employee is frequently required to sit, use hands, reach with hands and arms, talk and hear. The employee is occasionally required to stand, stoop, kneel, crouch or crawl.