

**MANUFACTURING EXTENSION PARTNERSHIP (MEP)  
PROJECT MANAGER  
Position Description**

**I. IDENTIFYING INFORMATION**

Position Number: 116614, 116615, 116616  
Department: Business, Economic Development & Tourism (DBEDT)  
Division/Agency: Hawaii Technology Development Corporation (HTDC)  
Branch:  
Section:  
Unit:  
Geographic Location: Honolulu, Oahu

**II. INTRODUCTION**

The HTDC is an agency of the State of Hawaii attached to DBEDT for administrative purposes. HTDC has the responsibility to encourage the growth and development of the high technology industry in Hawaii.

The MEP Project Manager position is primarily responsible for providing oversight management of projects from start to the end, vendor management, some direct consulting to small- and medium-sized manufacturers, value-added businesses, including tech-based companies.

**III. MAJOR DUTIES & RESPONSIBILITIES**

A. Project Oversight/Business Consulting 50%

1. Works with manufacturing and other businesses to assist owners and employees with assessing, researching, evaluating, and implementing business improvements and manufacturing technology. This includes assessment of business and manufacturing needs, strengths and areas with opportunity for improvement;
2. Develops for-fee proposals for identified needs for technical assistance; and
3. Manages technical assistance projects at clients' firms, including execution of all contractual terms, and management of consultants and sub-contractors.
4. Accurately identifies engagement scope, resources needed, timeframe for performance and expected benefits and outcomes of each engagement and communicate such information effectively to client base.

B. MEP Program Marketing and Promotion 10%

1. Sells MEP services to manufacturing businesses; and

2. Develops markets by networking with other non-profit agencies, private consultants, trade organizations, and associations.

C. Conduct Training 10%

Assists the manufacturing community by organizing, promoting, and conducting seminars and workshops, which may occur on the shop floor or in a classroom setting.

D. Resource Coordination 10%

Responds to inquiries by providing information and locating resources to assist with a wide range of manufacturing-related issues and concerns.

E. Administrative Duties 10%

1. Maintains records and produces reports relative to program activities, goals and objectives;

2. Collects data for the measurable/estimated impact of project work, and assists with National Institute of Standards and Technology (NIST) survey process.

F. Professional Development 5%

Stays informed of current developments and trends in the field of manufacturing and related technologies.

G. Other duties 5%

Performs other duties as assigned.

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100%

#### IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:  
Position No.: New                      Class Title: MEP Project Manager

B. Nature of Supervisory Control Exercised Over the Work

1. Instructions Provided

The Project Manager receives general supervision from the MEP Senior Project Manager. Instructions are limited to general guidance, direction and results expected. The employee plans and carries out work activities independently.

2. Assistance Provided

Periodic supervision received is generally nominal and consultative. The position exercises discretion and judgment in carrying-out the activities and functions of the MEP program. The employee takes care of all aspects of the work in coordination with the supervisor and HTDC staff, and informs the supervisor when unforeseen events or circumstances require significant changes.

3. Review of Work

The supervisor periodically reviews the employee's work progress.

C. Nature of Available Guidelines Controlling the Work

1. Policy and Procedural Guides Available

Guidelines include a broad range of legal standards and requirements, statewide government policies, procedures, and objectives. Also included are federal NIST laws, rules, regulations, policies, and procedures; other State/Federal laws, rules, regulations; and State Executive and DBEDT policies and procedures.

2. Use of Guidelines

Procedural guidelines may cover certain technical aspects of the work. The employee must know and apply such guidelines.

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

A valid State of Hawaii driver's license is required in order to work with the client at the client's place of business.

**VI. RECOMMENDED QUALIFICATIONS**

A. Knowledge:

DBEDT and HTDC rules, regulations, policies, procedures, or other relative guidelines. Supervisory principles and practices.

B. Skills/Abilities:

Implements the functions and responsibilities of the MEP program; reads and comprehend laws, rules, and regulations; analyzes facts and issues; recommends solutions to

complex and sensitive problems/situations; and deals tactfully with the client's employees and others.

Possesses broad-based knowledge and experience in manufacturing operations and technology, or other industry as outlined in section above. Must have strong oral and written communication, planning, organizational, and business management skills; able to communicate and deal effectively with, and represent the MEP program to the business community and to other partners.

Able to work in and around manufacturing operations of a variety in nature, to assess, develop and implement operational improvements. Must pass medical exams and drug-free workplace screenings as needed.

Able to recognize operational problems in the MEP program, develop practical solutions, and assume responsibility in the management of the MEP program.

C. Education:

Master's Degree preferred but not a prerequisite. A Bachelor's Degree is required preferably in an engineering or related field, or a combination of education and experience from which comparable knowledge and skills are acquired, subject to review and acceptance by the HTDC Executive Director.

D. Experience:

1. Experience implementing manufacturing principles and methods including Lean Manufacturing, Value Added Manufacturing, Just In Time, set-up reduction, total productive maintenance, cellular flow, quality assurance, new product design and development, materials and product testing, process improvement, supplier chain management and supplier qualification are highly desirable. Industry experience in manufacturing, business consulting, marketing or construction highly preferred. Experience in business development, strategic planning, project management, industrial marketing, information systems, human resources, financial planning, customer service, professional sales, organizational structure, and problem solving, are also desirable.

2. Must have two (2) years of supervisory or staff experience in conducting studies and recommending to management the development or revision of business consulting standards, policies, procedures, and techniques; giving technical advice and direction to management; conducting surveys to evaluate the quality of the MEP program; recommending staff improvements; and developing guides used by management in performance of MEP work.

The HTDC Executive Director determines the substitutions that are allowed.

## **VII. TOOLS, EQUIPMENT, & MACHINES**

Personal computers and peripheral equipment/software, calculator, copying machine, fax machine, and other related office machines, equipment, and tools.