



<b>Job Description</b>	
<b>Title:</b>	Design and Engineering Solutions Specialist
<b>Reports to:</b>	Executive Director/Director of Solutions Program
<b>Duration:</b>	12-month full-time position

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### **Objective/Summary of Responsibilities:**

FuzeHub serves small to medium sized manufacturers (SME's) by making connections and introductions to the appropriate resources and programs available to assist in their growth through a variety of programs and activities. The successful candidate for this position will work within the Solutions Program as a core team member and report to the Executive Director and Program Director.

FuzeHub provides technology-related assistance to SME's by identifying resources and programs that meet the growth needs of the manufacturer. The Design and Engineering Solutions Specialist will be responsible for providing guidance to manufacturers in the early stages of their design to help them with lean design principles. In addition, this position will be responsible for learning the U.S. Department of Energy's (DOE's) Build4Scale™ training in order to be able to hold workshops in New York State on manufacturing design fundamentals. As a workshop instructor, they will demonstrate an ability to provide instruction and guide workshop participants through exercises to reinforce learning concepts. Another key area will be to help them establish supplier and contract manufacturing relationships as they enter the manufacturing stage. This includes, but is not limited to, responsibility for identifying gaps within the manufacturing resource landscape, personally vetting resources and capturing their profile information for our knowledgebase. In addition, ensuring proper agreements, on-ramping, training, and compliance with FuzeHub's resource policies.

Candidates for this position will have a strong background and skills in manufacturing product development, project management and interpersonal skills, as well as experience in managing business relationships. Candidates must possess the communication and facilitation skills necessary to cultivate partners who are knowledgeable about the manufacturing process and the process of bringing ideas to market.

### **Job Functions & Tasks:**

Responsibilities Include:

- Learn and instruct on Build4Scale on-site and in workshops (about 3 to 4 a year)
  - Instruction on product design, development or manufacturing training materials
  - Instruction on using and executing Design for Manufacturability & Assembly (DFMA) and Design for Failure Mode Effects & Analysis (DFMEA) methodology and tools
  - Instruction on manufacturing workflow analysis, bill of process, lean manufacturing and cost estimating
  
- Work with manufacturers to
  - Incorporate lean design principles into their prototype or product
  - Identify and recommend potential suppliers and/or contract manufacturers
  - Provide 1 on 1 consulting with startups, product developers and early stage manufacturing companies

- Provide guidance on material selection and the impact that has on tooling and manufacturing equipment trade offs
- Manage and oversee Industry Resource partners. Responsibilities include but are not limited to:
  - Identify gaps in the current resource pool
  - Vet resources and ensure quality of existing relationships
  - Enforce resource agreement levels and policies
  - On-ramp, train, and cultivate resource partners
- Participate as a key member of the Solutions Program. Responsibilities include, but are not limited to:
  - Support FuzeHub's Solutions Forums as a key participant, identifying and recruiting resources needed and other activities designed to match manufacturers with resources
  - Communicate effectively with clients/resources to identify needs and evaluate alternative business solutions, track and measure success of engagement

### **Requirements & Qualifications**

- Bachelor's in Engineering or equivalent discipline
- 5+ years of relevant experience
- Demonstrate an advanced understanding of economic development issues and manufacturing- and technology-led growth in particular
- Results-oriented with proven success in implementing technology solutions for or in the private sector
- Demonstrated successful track record of building and maintaining strong, mutually beneficial client and industry relationships
- Strong verbal, communication, and presentation skills and demonstrated experience presenting on a variety of technical and business topics
- Strong ability to multi-task and meet both strategic and tactical milestones, working within a team environment

### **Other Requirements**

- Ability to travel overnight with travel being potentially up to 35%, most travel is within NYS.
- Ability to lift and carry 25 pounds for transport of workshop materials

**Send resume to [info@fuzehub.com](mailto:info@fuzehub.com)**