



Upstart Power

JOB DESCRIPTION

Job Title:	Engineering Program Manager
Department:	Product Development
Reports To:	VP of Product Development
Status:	Salaried – Exempt
Hours/Work Days:	40 hours per week (Monday through Friday)
Location:	Southborough, MA
Last update (date):	January 2022

PRIMARY EMPLOYMENT OBJECTIVES

The Engineering Program Manager will manage the business and technical aspects of our product lifecycle process using a stage gate methodology in a startup environment. This role will have primary focus on planning, organizing and reporting on the development activities of cross-functional teams to meet program requirements. This role requires a strong blend of technical knowledge and NPI product commercialization experience covering a wide variety of deliverables across engineering and operations.

Reporting to the VP of Product Development, this position will help define the product life cycle process, manage the stage gate process, and help coordinate the day to day resources and activities necessary to commercialize new technology with aggressive objectives. This role will also be heavily involved in the NPI manufacturing process development with a Tier 1 contract manufacturer.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manage and refine the Product Life Cycle Process (PLCP) using a stage gate methodology for a first-of-its-kind Solid Oxide Fuel Cell Backup generator.
- Plan and track activities and commitments of a cross-functional team, including sub-contractors, that affect the success of the project. Disciplines include mechanical, electrical, firmware, software and test.
- Generate weekly progress reports of near and long term progress to milestones, highlight risks, and propose actions that keep the project on track.
- Develop and utilize project management tools that enables the teams and balances process overhead.
- Coordinate new product introduction with global supply chain to insure timely availability of materials, prototypes, and pre-production hardware up to and including transition to mass production.

KNOWLEDGE, SKILL & EXPERIENCE REQUIREMENTS

- 8-12 years engineering program management experience for electromechanical systems
- Track record of bringing new technology to market with rapid life cycles
- Demonstrated management and implementation of stage gate processes
- Understand technical issues and drive them to closure by bringing together key stakeholders for decision making.
- Experience with tools such as MS Project, Smartsheets, Jira
- Experienced in commercializing new product with Tier 1 contract manufacturers
- Bachelor's Degree in a science or engineering discipline
- Strong track record of working cross-functionally
- Demonstrated ability to think creatively, to work independently and effectively in an ambiguous and changing environment.

BEHAVIORAL COMPETENCY REQUIREMENTS

<i>Approachability</i>	<i>Timely decision making</i>	<i>Dealing with ambiguity</i>
<i>Process management</i>	<i>Organizing</i>	<i>Organizational agility</i>

WORK ENVIRONMENT (include physical requirements)

- Office

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