



**JOB NUMBER: BE-19-18**  
**JOB TITLE: Vice President of Operations**  
**Supervisor: President**  
**Status: Full Time – Exempt**  
**Office Location: Nunica, MI**

Precision machining company, Baker Engineering, LLC (BE) core business centers around the design and development of high tech, high performance technologies for a variety of applications, from custom engines, to engine components, to the production of parts and mechanical assemblies for other industries. BE a division of Waséyabek Development Company, LLC that is wholly owned by the Nottawaseppi Huron Band of the Potawatomi, a Federally recognized Indian Tribe.

### **POSITION SUMMARY**

The **Vice President of Operations** will provide leadership, management and vision necessary to ensure effective and complete development and execution of training and quality programs for our employees and clients. Will oversee the engineering services, and the production of precision metal parts, including management of work flow, operators and equipment in our Nunica, MI office. The ideal candidate will have outstanding organizational and leadership abilities, strong aptitude for decision-making and problem-solving ability. Specific knowledge of engine design and development from concept to production is desired. Experience in 5-axis turning and milling, be familiar with ISO and AS 9100 standards, and be willing to work in a team environment to solve manufacturing challenges.

### **ESSENTIAL FUNCTIONS**

The Vice President of Operations will assist the President BE to:

- Provide compelling vision and strategic plan
- Define the path to effective and sustainable growth
- Review, analyze and report company financials on a monthly, quarterly and annual basis
- Review company Key Performance Indicators and communicate to all stakeholders in a consistent fashion
- Understand and maintain BE's strong culture of teamwork, positive attitude and respect
- Train, develop, coach and mentor other members of the organization
- Provide authority, responsibility, and accountability
- Sales Forecasting and Planning
- Assess tools and systems and implement changes as necessary to maximize the value of the organization
- Provide effective communication throughout the organization, to the President and to the holding company leadership
- Technical Point of Contact and Project Manager for all government contracts (oversee compliance with government contract obligations)
- Oversee all engineering and manufacturing activities
- Oversee all marketing activities



- Schedule work throughout the facility
- Provide sales support for outside manufacturing customers
- Provide technical support and direction to staff as required
- Review/approve quotes and estimates
- Oversee ISO-9001:2015 and AS9100 compliance
- Manage staff of 20 and define future Human Resources requirements
- Define facility requirements

## **RISK & FINANCIAL MANAGEMENT**

- Assist the President of BE to control development of the organization, personnel, products, services, technology, and select financial resources to secure the position of the company and to facilitate its planned growth
- Understands basic revenue models, Profit/Loss and cost-to-completion projections and makes decisions accordingly
- Accurately forecast revenue, profitability, margins, bill rates and utilization
- Ensure all business enterprises under BE's management are operating in a fiscally responsible manner, adhering to: all regulatory guidelines; internal controls; budgets; and policies and procedures
- Assist with development and implementation of annual business enterprise budgets.
- Recommend periodic revenue and profit goals for each area of responsibility
- Develop and administer overall operating budgets and direct approved capital expenditures within your authority to keep the company competitive
- Identify new and enhance existing processes designed to promote growth, customer service, cost reduction and expense control
- Understand the monthly financial statements and comprehensively explain variances and results in the monthly operations review meeting

## **COMMUNICATION**

- Present and support varied points of view relative to BE's Federal Contracting strategy and participate on team setting strategy
- Support the company's values, principles, vision, mission
- Encourage open communication between team members, allowing them to bring ideas forward on how they can collectively deliver a more effective service

## **STRATEGIC PLANNING**

- In conjunction with President of BE and the WDC COO, participate on the team for planning and directing an BE strategic and long-range goals within the Federal Contracting arena for approval by the CEO and Board of Directors
- Conducts organizational reviews to identify strengths, weaknesses, and opportunities and to evaluate operational effectiveness
- Contribute to the development of the company's vision and mission

## **LEADERSHIP**



- Direct and oversee assigned operations to achieve planned performance goals
- Assure the development of operation-level planning and control systems
- Supervise immediate subordinates and establish areas of responsibilities for each subordinate and authority levels regarding policies, contractual commitments, expenditures, and personal actions
- Generate all applicable reporting to corporate; assuring compliance with internal policies and procedures
- Maintain accurate, timely and transparent information regarding employee performance
- Utilize progressive discipline practices to address sub-standard performance in a timely manner and carry out with dignity and respect
- Invite and accept feedback and provide upward feedback

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree or higher in engineering with finance experience
- Complete knowledge of high power density combustion engines gasoline and diesel or related technical field
- Five (5) years of experience in metal machining environment
- Five (5) years design and quality control experience in production manufacturing
- Working knowledge of direct Government contracting and administration
- Ability to manage people and projects
- Production Scheduling experience desired
- Working knowledge of manufacturing / mechanical processes and equipment
- Experience designing, operating, troubleshooting, or maintaining complex production machinery is desirable
- Experience in CNC machining, turning and milling
- Excellent verbal and written communication
- Experience with ISO-9001 and AS-9100 certifications
- ISO/AS Training preferred
- United States Citizenship / ITAR compliance required by contract

## **WORK ENVIRONMENT**

Climate-controlled shop

## **TRAVEL**

This position may require travel up to 20% of the time

## **POSITION TYPE**

This is a full time exempt position

## **RELOCATION**

Relocation expenses are not provided



BAKER ENGINEERING LLC.

## **HIRING PREFERENCE**

Veteran Hiring & Native American Preferences will be applied in accordance with BE policy

Baker Engineering is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

Qualified candidates please send resume to: [hr@waseyabek.com](mailto:hr@waseyabek.com)