



JOB DESCRIPTION

Software Development Team Leader

Department:	<i>Engineering</i>
Reports To:	<i>VP of Engineering</i>
Supervises:	<i>Software Development and Test Engineering team</i>
FLSA Classification:	<i>Exempt</i>
Approved By:	<i>VP of Engineering, HR, President</i>
Revision Date:	<i>07/01/2018</i>

JOB DESCRIPTION:

HED is offering an exciting opportunity to join a growth-oriented small business with a growing product offering in the heavy-duty vehicle market. HED started 30 years ago by working with leading OEMs to help design their vehicle systems using CAN controller networks and in recent years expanded our portfolio to include CAN Keypads, Displays, and Telematics and services. This is a fast paced market and we are a leading provider who making this exciting IoT technology available to small to mid-size OEMs in our segment who are eager to benefit from the capability. We are looking for someone to lead our growing team of nine software development and test engineers as a working manager while helping us advance our software tools, capability, and develop our talent.

JOB PURPOSE:

- Leads the software engineering group in support of a fast growing, multi-disciplined software-oriented business.
- Assures the highest quality new software product development through the application and continuous improvement of HED® and industry standards for design, testing, and validation prior to market or customer release.
- Develops and implements a software technology roadmap and product development process that ensures rapid time-to-market of new products using leading edge technology and industry best practices to coincide with customer and market demands.
- Works independently and teaches others who design and develop software to meet or exceed customer (internal/external) established requirements.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Leadership

- Role model to establish a pro-active team culture as a working manager
- Dynamic, results-oriented, accountable leadership style balanced with Emotional Intelligence
- Highly effective in a collaborative, team-based culture
- Ability to be self-directed and effectively manage your own time to deliver assignments
- Ability to accept multiple tasks, work on them in a prioritized manner, and complete them in a timely fashion
- Ensures team assignments are clear and drives personal accountability to achieve goals
- Leads the development of the software and test engineering team in terms of optimal structure, skill sets, talent development, and career advancement.
- Act as a technical resource and mentor engineers to address and resolve inquiries and problems. Act as a mentor to other employees who are working to become group leaders. Address and resolve the day-to-day needs and concerns of team members.
- Lead or participate on cross functional teams to ensure the continuous, on-going improvement of processes, methods, productivity and quality, while reducing costs.

Relationships:

- Ability to communicate effectively with both internal and external customers
- Collaborates well with other functions at a high-level to develop and understand requirements, coordinate activities, and execute the work on projects. Sees themselves as a key part of the collective HED leadership team.
 - Effectively collaborates with Application Engineers to help commission customers with each new application or product launch and to resolve issues that may arise in a timely fashion.
 - Provides assistance to Business Development in developing formal responses to customer requests for product quotations (RFQ).
 - Works with Project Managers to assure on-time completion of hardware development for customer or market development projects.
 - Works with Quality Assurance to resolve quality issues due to Product Design defects.
 - Works with RMA (Return Material) Department to facilitate defect identification, root cause analysis, and documentation.
 - Assists with the transition of Prototype hardware to Production.
 - Provides assistance and technical expertise as required by Customer.

Software Development:

- Supports all HED product lines that require Firmware or Software – Keypads, Displays, Controls, I/O Modules, Telematics, Back-Office/Cloud provider and HED Software Development Tools
- Leads software team and participates in software design and development to meet design and performance specifications established by the both Internal and/or external customers to meet established project timelines and deliverables.
- Prioritizes, schedules and delegates work assignments to engineers and/or support staff assigned to the project. Develop project schedules, budgets and timetables. Assist Programs Manager with evaluating the performance of engineers on projects.
- Reviews the completed work of engineers and/or support staff assigned to the project for adherence to customer specifications and technical proficiency. Approve the work before submittal to the deliverables.
- Leads/coaches in the development, enforcement, and continuous improvement of HED software design standards.
- Responsible for creation of support documentation including technical data sheets, bills of material, user manuals, and product validation and production test plans.
- Recommends and assists with the implementation of new software development and/or testing tools to increase efficiency and support standardization while maintaining lean standards and time-to-market sufficient to remain at the industry lead.
- Oversee, coordinate and participate in one or more of the phases of the software development life cycle (i.e. requirements definition/analysis, software design implementation, software verification/validation) for customer systems ensuring adherence to procedure and process requirements.
 - Assists and supports Project Managers with adherence to the HED® NPD process
 - Ensures cross-functional peer reviews and DFMEAs are conducted on all new developments.
 - Comprehensive testing philosophy that keeps the customer experience with zero incidents as the primary goal
 - Works with and across all functions to ensure proper testing, validation, and documentation of all software products to established design criteria.
 - Coordinate beta testing of new products and features. Document and report problems to recommend solutions/improvements. Participate in product performance benchmarking activities.
 - Assures optimal design-to-cost, design for assembly, and design for manufacturability.
 - Assures optimal design-for-the-customer-experience is a key part of products developed.
 - Takes pro-active steps during development and pre-launch to ensure a flawless launch
 - May act as the primary liaison and interface with customers overseeing project reviews and coordinating the project. Convey project status to Programs Manager and others, and will act as the interface between different departments involved in the project.
- Ensures rigorous application of software revision control using a revision control system and bug tracker
- Promotes proper cataloging and storage of a library of reusable software blocks to minimize development time-to-market and assure high quality through standardization of thoroughly tested software products.
- Leads and/or participates in return material and root cause investigation and analysis.
- Participates, supports, and suggests product cost reduction initiatives.

- Ensure compliance with all safety and work rules and regulations, and departmental housekeeping standards. Adhere and ensure adherence to company policies set out in the employee handbook.

Technology Roadmap:

- Stays abreast of the market for future software needs and translates into actionable plans to keep HED at the forefront with software solutions.
- Develops the software technology roadmap for how to achieve best in class software while minimizing the time-to-market for new software releases.
- Coordinates with Product Management to ensure that technology roadmap enhances and supports the Product Plan for new products.

MINIMUM QUALIFICATIONS:

- College degree in Electrical Engineering, Computer Engineering, or similar
- 10+ years of experience in design and/or development role for an Industrial / Electronics Company servicing the OEM market.
- Leadership: 3 - 5 years of experience leading software development teams and/or new product development teams in a complex or technical industrial B2B market category, preferably electronics.
- Must have proven ability to design, develop, document and verify software.
- Must have a working knowledge of real-time embedded controls and how to utilize them in a system. This includes software written C, C++ and C# and running on operating systems such as Linux, Windows, and RTOS
- Must have experience creating software & firmware test plans based on defined requirements
- Understanding project management processes in an industrial environment. (both Agile & Waterfall)
- Ability to lead and participate in cross-functional teams.
- Experience with project management either as a Project Leader or team member, preferably both
- Knowledge and experience with process management, problem root cause analysis and continuous improvement.
 - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Excellent oral and written communication skills to effectively communicate with employees, customers, and suppliers.
- Demonstrated ability to interface with and successfully influence others in a matrix environment.
- Requires the ability to use a personal computer including Microsoft Word, Excel, and PowerPoint software.
- Requires knowledge of and the ability to use a variety of standard office equipment including a telephone and copy/fax/scanner machines.
- Travel – as needed for customer support. Estimated at less than 10%.

PREFERRED QUALIFICATIONS:

- It is desirable for the incumbent to have attained additional business-related education, such as an MBA or Technical Field Masters.
- Experience in developing End-to-End Solutions including hardware, firmware, software, and web experience.
- Market development for new and existing IoT or Telematics products.
- Complex multidisciplinary solutions. i.e. hardware, embedded software, cloud services, networking, etc.
- Experience with writing low level hardware drivers based off cpu and component data sheets
- Experience with board bring up, trouble-shooting hardware, reading a schematic
- Experience writing requirements and software designs based on requirements



- Experience using CAN and CAN tools, CANOpen, J1939

PHYSICAL AND MENTAL DEMANDS:

The position is in a fast-paced environment with deadlines, critical data, and details that are part of the daily/weekly/monthly data presentations to keep the team informed on the product portfolio. Comprehension, reasoning, decision making, and math skills are required for this position.

While performing the duties of this job, the employee is frequently required to sit, talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is occasionally required to stand, and/or walk. The employee must occasionally lift and/or move up to 20 pounds while moving files or small packages. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Protective Clothing Required: None

WORKING ENVIRONMENT:

Work is performed in an office environment or at customer sites when travelling. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities and requirements for this position. *

Employee Acknowledgement

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. HED, Inc. retains the discretion to add duties or change the duties of this position at any time.