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**Job Title:** Director of Technical Services

**Division:** Technical Services

**Reports to:** President

**FLSA Status:** Exempt

**Salary:** $165,000 - $190,000

**Job Description:**

Leads the technical services division in development and production activities related to technical service contracts. Drives operational and organizational excellence at the hub of Exquadrum engineering and design activities. This individual will foster organizational and individual team growth, working with the technical services team, and other organizations to achieve high efficiency, supporting a rapidly growing technical services division. This Director level position will grow, train, mentor, motivate, and set the vision for the organization. The Director of Technical Services has the duty of mentoring and advising their staff on career development. Contributes to long-range goals and objectives for future projects including support of proposal and business development. This individual may also be called upon to support the Executive Management to review business operations and major program execution on an as-needed basis and support other review teams. Other duties may be assigned.

# Requirements:

Requires a Bachelor’s Degree and 7 to 11 years of experience. 5+ years of experience in management of teams and demonstrated leadership. Proven teamwork and interpersonal skills and ability to plan, organize, and manage propulsion and energetics engineering efforts. The successful individual will be an enthusiastic leader capable of working independently and as part of a multi-disciplinary team. The individual must have good written and oral communication skills and the ability to prepare technical specifications, proposals, reports, and prepare and deliver technical presentations. Further, the individual must be a motivated self-starter who can articulate new ideas to members of the Executive management team, the Exquadrum organization as a whole, and customers and prospects. The candidate must have or be capable of obtaining a government security clearance and must be a U.S. Citizen. The individual must have a valid, state issued, driver’s license.

**Essential Functions and Qualifications:**

* Manage day-to-day operations and strategic initiative for all Exquadrum technical service activities aligned to company objectives.
* Plan and coordinate resources across multiple facilities to remove roadblocks and support conflicting priorities.
* Take ownership of technical services team success and team development.
* Identify and fill skills gaps as needed. Develop and train teammates. Focus on teammates’ output, learning & development, behavior, interests, and skills growth.
* Able to execute innovative propulsion designs, experiments, and advanced engineering calculations.
* Writing, editing, and advising on technical reports.
* Lead proposal narrative authorship and cost estimating.
* Program Management.
* Business Development.

**Physical Demands:**

Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday. Will require working in both indoor and outdoor environments. Proper lifting techniques required.

**Work Environment:**

The performance of this position may require exposure to the manufacturing and laboratory areas, where under certain conditions require the use of personal equipment such as safety glasses with side shields, mandatory hearing protection, protective gloves, respirator, and lab coat. This position may also involve handling energetic materials and ingredients.

**Exquadrum is proud to be an equal opportunity employer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.