



**Position: Compliance Manager**

**Location: Sauk Rapids, MN and Eden Prairie, MN**

**Division/Department: Engineering**

Date: June 1, 2018

**Overarching Responsibility:**

Lead and manage all activities related to establishing and maintaining compliance of Pinnacle's products with all applicable regulatory agencies, including, but not limited to UL, ETL, TUV, etc. Become the Company repository for knowledge of the requirements of achieving and maintaining compliance for our products worldwide. Assure timely completion of compliance activities within budget guidelines.

**Day-to-day Responsibilities:**

- Lead and manage compliance activities.
  - Establish relationships with regulatory agencies
  - Prepare documentation required to demonstrate compliance
  - Maintain technical files related to compliance requirements
  - Maintain relationships with EU Authorized Representatives for compliance activities related to our products
  - Prepare budgets for compliance activities.
- Develop and maintain in-depth knowledge of regulatory standards relevant to Pinnacle products
  - Thoroughly understand the requirements of all applicable safety and product-related standards, domestic and foreign.
  - Utilize relationships with regulatory agencies and their personnel to maintain up-to-date fluency with the requirements of compliance.
- Work closely with domestic and overseas factory personnel to assure continued compliance of products when changes / updates are made to products.
  - Resolve problems with compliance introduced by changes in product design or components.
  - Determine inspection or testing required to re-establish compliance following design or component changes to products.
  - Manage compliance activities including inspections and audits.
  - Utilize relationships with regulatory agencies and their personnel to make inspections and audits progress smoothly and efficiently.
- Work closely with suppliers to obtain and maintain compliance credentials and documentation
  - Communicate and resolve component compliance issues with suppliers
  - Provide vendors with engineering documentation required for successful fabrication of our components
- Provide Marketing personnel with information and documentation relating to compliance as needed to ensure timely project completion
- Provide Sales department with information and documentation as required
- Other responsibilities as requested by manager

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MAILING ADDRESS: PO Box 460 • 1 Industrial Blvd., Sauk Rapids, MN 56379 SALES OFFICE: 6608 Flying Cloud Drive, Eden Prairie, MN 55344

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[www.pinnacleclimate.com](http://www.pinnacleclimate.com)



### **Reporting Relationships**

- Reports to VP Engineering
- Supports engineering, operations, marketing and sales

### **Qualifications, Skills & Attributes**

- Associate's degree or equivalent
- 5-10 years of experience in product development, quality management and regulatory compliance desirable
- Extensive quality process training and experience highly desired, including but not limited to 6-Sigma training
- Project Management experience with ownership responsibility
- Experience with automated data collection methods and systems
- Mechanical aptitude / ability to understand technical aspects of fan and heater systems
- Highly organized and detail oriented
- Technical writing experience
- Customer oriented
- Excellent problem solving skills

### **About Pinnacle Climate Technologies**

Pinnacle Climate Technologies invents, develops and manufactures heating and ventilation solutions through commercial, industrial, agricultural, DIY and other retail channels throughout the world. With manufacturing in North America and Asia, Pinnacle serves a diverse customer base in over 25 countries, on every continent. With brands that include MASTER®, Schaefer®, Remington®, Pro-Temp®, Americ®, and Stanley®, Pinnacle is positioned as the global leader in industrial/construction heat, and portable ventilation products.

*Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, veteran status, national origin or other legally protected classifications.*

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