



Job Title: Electrical Panel Supervisor	JD-146
	Revision: 12/13/2018
	Dept: Manufacturing

Minimum Educational Requirements:

1. High School Diploma or GED

Desired Qualifications:

1. Minimum of 5 years' experience in a management/supervisor position
2. Ability to read/redline electrical schematics
3. Mechanical and Electrical aptitude
4. Able to track multiple jobs at different stages
5. Able to communicate well with other departments and employees
6. Able to balance supervising and a work load
7. Able to use power tools (i.e. Drill, Soldering Gun etc.)
8. Work in a manufacturing environment
9. Ability to be on your feet 8-10 hours a day
10. Ability to lift 50lbs.

Typical Job Duties:

1. Read/wire per the schematics
2. Wire machine controls, motors, etc.
3. Understand relay, switches, and solenoids
4. Help out other areas as required
5. Facilitate OTJ training for other team members – develop work standards
6. Supervise and train new employees
7. Supervise projects and report status and possible delays to the Production Manager
8. Develop and track metrics for employees and projects
9. Coordinate with Engineering, Shop, Warehouse, and Planning to identify scheduling issues and shortages
10. Manage VMI with Purchasing and develop a standard inventory list

Supervisory Responsibilities:

Yes

Pay Class/Type:

Hourly/Non Exempt

Amount:

DOE

Reports to:

Production Manager

Traveled Required:

No