



JOB DESCRIPTION

Operations and Safety Manager

Title:	Operations and Safety Manager
Department:	Operations
Reports to:	UCA COO
Direct Reports:	Compressed Air Systems Operators
Location:	Bethlehem, PA
Date:	June 7, 2021

Company Information:

Universal Compressed Air (UCA) is a small, privately-owned and thriving high-technology business in the Lehigh Valley, focused on compressed air systems for industry.

Summary:

Universal Compressed Air (UCA) engineers, constructs, operates and maintains Compressed Air Systems (CAS) for the industrial market in North America and is currently seeking an Operations and Safety Manager for its North American market. The Operations and Safety Manager will be responsible for overall management of site operation activities at all customer locations. Duties include: establishment of common operating and maintenance procedures, achievement of safety, quality, performance, energy efficiency and environmental objectives and the development of operators across a growing fleet of in-plant compressed air systems. Candidate must also interact with the customer's representatives on a regular basis and develop positive, productive working relationships.

Essential duties and responsibilities include the following:

- Overall operation of all compressed air systems to meet or exceed contract performance guarantees, either directly or utilizing third party contract services as appropriate.
- Monitoring and process evaluation of all on-site facilities.
- Implementation and maintenance of asset management programs including spare parts, preventive, predictive, and proactive maintenance so as to achieve or exceed operating budget and process performance targets.
- Execution and maintenance of UCA environmental, safety, and quality assurance compliance systems and programs.
- Continuing communication and excellent relationship with customer to coordinate plant production and maintenance activities and to meet customer needs and availability guarantees.
- Management of local operations employees, commissioning and startup activities.
- Plant staffing, training and development.
- Facility budgeting.
- Evaluation of current process conditions, performance reporting and development and implementation of continuous improvement plans.
- Performing and/or scheduling maintenance of instrumentation, electrical systems, compressors, dryer systems, pumps, valves, motors, and other plant equipment.
- 24 hour on-call responsibility.
- Continuous improvement of all applicable safety, environmental, quality and compliance programs.

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- Excellent working relationships with compressor and system vendors/manufacturers.

Education and/or Experience:

Bachelor of Science in Engineering [ME, EE or ChemE] **or** equivalent education and experience in air compressor operation, compressed air service or closely related industry. Air separation background a plus, but not required.

Pre-Employment Screening:

Candidate must be able to pass pre-employment background checks, which includes pre-employment drug screening, per UCA Corporate policies and procedures.

Special Skill Qualifications:

- CDA Systems – A proven understanding of compressed air systems service and operation, including large centrifugal compressors, screw compressors, air dryers, instrumentation, and PLC/DCS control systems.
- Instrumentation and Electrical - Candidate must understand electrical principals in practical situations involving the operation and repair of complex electrical devices.
- Mechanical aptitude - Candidate must possess basic skills in mechanical system maintenance.
- Maintenance Programs - Candidate must be familiar with implementation and ongoing review of maintenance programs and asset management tools, including scheduling and procurement of parts and services for routine operations and periodic maintenance activities.
- Computer Programs- Candidate must have the ability to use or learn to use the various software systems used at an UCA facilities, including, but not limited to; MS Office suite, and document management. Note: Additional skills in standard automation software, control system programming, and human machine interface (HMI) a plus.

General Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the basic knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Candidate must possess a valid US passport.

- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from other associates, managers, customers and the general public.
- Ability to read, analyze, and interpret general technical procedures, government regulations, business periodicals and professional journals.
- Ability to calculate figures and amounts such as discounts, proportions, percentages, area and volume.
- Ability to apply basic concepts of algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in oral, written, diagram or schedule form.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions while performing the duties of this job.

The associate is regularly required to

- Stand, sit, walk
- Use hands and fingers,
- Use a computer
- Reach with hands and arms
- Climb or balance
- Stoop, kneel, crouch or crawl and smell.
- The associate must occasionally lift up to 60 pounds and move up to 125 pounds with the aid of material handling equipment.
- Specific vision abilities required by this job include close, distance and color vision and ability to adjust focus.
- The ability to hear abnormal equipment noise.
- The ability to safely climb ladders and platforms.

Work Environment:

The work environment characteristics described here are representative of those an associate will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The associate must be able to wear required PPE, including, but not limited to; OSHA approved hard hat, safety glasses, ear protection, and various duty-specific hand protection.
- While performing the duties of this job, the associate is occasionally exposed to moving mechanical parts. The noise level in the work environment is moderate to high.