

**Title:** Metallurgical Lab Manager

**Classification:** Exempt

**Revision Date:** November 2024

**Status:** Full-Time

**Reports to:** Vice President  
Technicians

**Supervises:** Materials Engineers and Metallurgical

### **Position Summary:**

This position exists to rally a team of metallurgical professionals in exceeding expectations in the performance of metallurgical services to include, materials testing and analysis, compiling test reports and evaluate results to ASTM/AMS standards. The role serves to not only drive the team to excel in performance levels but to also scope potential capabilities for department and overall company growth. This position will also seek to increase sales through organic growth and through new opportunities.

### **Essential Responsibilities:**

Develop relationships with current and potential customers that can utilize the services of the metallurgical department to include laboratory testing and analysis: chemical analysis by Optical Emission Spectrometry/Combustion; mechanical property evaluation; Rockwell, Brinell & Vicker's, and tensile testing; Charpy impact testing.

Establish performance metrics and advise a team of metallurgists on expected standards.

Lead the sales efforts of the department in concert with leadership that encompasses understanding of the current and potential capabilities of the department.

Seek to be a solutions provider to not only outside but also internal customers (employees and co-workers)

Develop quotes with a clear understanding of the scope of the project, department workflow and timelines for project completion.

Assist in the generation of work orders and instructions through interpretation of customer provided purchase orders and specifications.

Compile and analyze test data into formal reports and communicate with customers.

Work closely with other departments such as NDT, calibrations, training and consulting.

Additional duties as assigned by management

**Desired Competencies:**

- Strong work ethic.
- Dependable.
- Entrepreneurial spirit
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills
- Excellent communication, interpersonal and team building skills
- Ability to establish written procedures
- Ability to hold team accountable
- Ability to reward and/or praise team for performance
- Mechanical aptitude.
- Ability to operate basic measuring equipment such as micrometer, calipers, etc.
- Exceptional safety and quality awareness.
- Ability to follow directions and procedures.

**Essential Qualifications / Physical Demands / Work Environment:**

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

- **Language Ability:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Interpret drawings/blueprints to determine machining requirements. Ability to speak effectively before groups of customers or employees of organization.
- **Math Ability:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several

concrete variables in standardized situations.

- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel; Microsoft PowerPoint, Microsoft Outlook; and internet browsers and should be capable of learning software connected to various metallographic evaluation equipment.
- **Physical Demands:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk/hear as well as occasionally stoop or kneel.
- **Work Environment:** While performing the duties of this job, the employee works near moving mechanical parts and is exposed to toxic or caustic chemicals (under fume hood). The noise level in the work environment is usually moderate.

**Line of Communication and Accountability:**

This position reports to the Vice President