

# **Job Description for Panel Assembly & Production Supervisor**

## **Employer Information**

Organization Name: Alpha-Tran Engineering Co.

Website: [www.alpha-tran.com](http://www.alpha-tran.com)

Job Location: Nunica

State: Michigan

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## **Primary responsibilities:**

In this role, you will have accountability to lead and direct manufacturing activities to produce panels safely, within quality standards, on schedule and while meeting cost objectives.

- Synchronize efforts between manufacturing, scheduling, engineering, and quality to maximize customer satisfaction while meeting operational objectives.
- Plan, direct or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications, while ensuring production volumes meet customer needs.
- Directly supervise department employees. Carry out supervisory responsibilities in accordance with ATE's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, addressing employee issues, and upholding safety and quality guidelines. Directly supervises 1 employee in Assembly.
- Assemble electrical panels or structures and install wiring, using wire cutters, strippers, screwdrivers, hand power tools or heat equipment. Install components such as switches, lights, relays and contactors, and transformers on a subpanel or into a control cabinet. Apply wire labels, crimp connections and size wire.
- Read and interpret schematic drawings to determine materials requirements or assembly instructions.
- Understand the difference between A/C and D/C voltages and able to accurately and timely perform all wiring duties on sub panels, door devices and enclosures.

### Primary responsibilities (cont'd):

- Follow instructions with strong attention to detail, focus, and highest standards for quality.
- Requires Hand/Eye coordination with some mechanical dexterity.
- Inspect wiring / panel installations, assemblies, and circuits.
- Test product to ensure conformance to specifications
- Correct defects.
- Perform all other duties accurately, timely and be able to meet schedule deadlines.

### **Additional Information:**

Work Attire: Wear common protective or safety equipment such as safety shoes, glasses, gloves or hearing protection.

Work Setting: Generally indoor, environmentally controlled. Some outdoor job site travel may be required.

### **Knowledge:**

Production and Processing - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Administration and Management - Knowledge of business and management principles involved in resource allocation, production methods, and coordination of people and resources.

Customer and Personal Service - Knowledge of principals and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection and training.

Engineering and Technology - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Mechanical - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

## Basic Skills

- **Active Learning-** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening-** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking-** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Learning Strategies-** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics-** Using mathematics to solve problems.
- **Monitoring-** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension-** Understanding written sentences and paragraphs in work related documents.
- **Science -** Using scientific rules and methods to solve problems.
- **Speaking-** Talking to others to convey information effectively.
- **Writing-** Communicating effectively in writing as appropriate for the needs of the audience.

## Social Skills

- **Coordination-** Adjusting actions in relation to others' actions.
- **Instructing-** Teaching others how to do something.
- **Negotiation-** Bringing others together and trying to reconcile differences.
- **Persuasion-** Persuading others to change their minds or behavior.

## Complex Problem Solving Skills

- **Complex Problem Solving-** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

## Technical Skills

- **Equipment Maintenance -** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Equipment Selection -** Determining the kind of tools and equipment needed to do a job.
- **Installation -** Installing equipment, machines, wiring, or programs to meet specifications.
- **Operation and Control -** Controlling operations of equipment or systems.
- **Operation Monitoring-** Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Operations Analysis-** Analyzing needs and product requirements to create a design.
- **Quality Control Analysis-** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Repairing -** Repairing machines or systems using the needed tools.
- **Technology Design -** Generating or adapting equipment and technology to serve user needs.
- **Troubleshooting -** Determining causes of operating errors and deciding what to do about it.

## **Systems Skills**

- **Judgment and Decision Making-** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis-** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

## **Resource Management Skills**

- **Management of Material Resources-** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Management of Personnel Resources-** Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Time Management-** Managing one's own time and the time of others.

## **Work Context**

### **Communication**

- Contact With Others
- Electronic Mail
- Face-to-Face Discussions
- Telephone

### **Conflictual Contact**

- Frequency of Conflict Situations

### **Environmental Conditions**

- Extremely Bright or Inadequate Lighting
- Sounds, Noise Levels Are Distracting or Uncomfortable

### **Impact of Decisions**

- Frequency of Decision Making
- Impact of Decisions on Co-workers or Company Results

### **Routine versus Challenging Work**

- Importance of Being Exact or Accurate

### **Pace and Scheduling**

- Time Pressure

### **Responsibility for Others**

- Responsibility for Outcomes and Results
- Responsible for Others' Health and Safety

### **Role Relationships**

- Coordinate or Lead Others
- Deal With External Customers
- Work With Work Group or Team

## **Tasks**

- Direct or coordinate production activities of industrial organization.
- Initiate or coordinate inventory programs.
- Set and monitor product standards, examining samples of raw products or directing testing during processing, to ensure finished products are of prescribed quality.
- Coordinate or recommend procedures for facility or equipment maintenance or modification, including the replacement of machinery.

## **Activities**

### **Making Decisions and Solving Problems**

- Make decisions

### **Getting Information**

- Read technical drawings

### **Guiding, Directing, and Motivating Subordinates**

- Assign work to staff or employees
- Supervise production workers

### **Organizing, Planning, and Prioritizing Work**

- Plan or organize work

### **Coordinating the Work and Activities of Others**

- Coordinate production maintenance activities
- Coordinate production materials, activities or processes
- Manage industrial projects

### **Scheduling Work and Activities**

- Schedule work to meet deadlines

### **Identifying Objects, Actions, and Events**

- Understand technical operating, service or repair manuals

### **Monitor Processes, Materials, or Surroundings**

- Maintain safe work environment

### **Updating and Using Relevant Knowledge**

- Follow manufacturing methods or techniques
- Use inventory control procedures
- Use long or short term production planning techniques
- Use oral or written communication techniques
- Use technical information in manufacturing or industrial activities

### **Staffing Organizational Units**

- Hire, discharge, transfer, or promote workers

### **Evaluating Information to Determine Compliance with Standards**

- Perform safety inspections in industrial, manufacturing or repair setting

### **Inspecting Equipment, Structures, or Material**

- Inspect or test materials to verify safety standards or ensure meeting of specifications
- Perform safety inspections in manufacturing or industrial setting

### **Communicating with Persons Outside Organization**

- Communicate technical information

### **Tools and Technology**

- Desktop computers
- Forklifts
- AutoCAD