

POSITION DESCRIPTION

POSITION TITLE: Electrical Supervisor
DEPARTMENT: Panel Shop
REPORTS TO: Panel Shop Manager
DATE CREATED: June 18, 2021

POSITION SUMMARY

The Panel Shop Electrical Supervisor will establish and empower teams to achieve daily goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Discuss and plan with panel shop manager on projects 4-6 months.
- Review scope of work and installation schedules to plan dept. 730, 220, and 420 manpower
- Issue purchase order request for electrical consumables per projects
- Material data input for electrical parts received and shipped from dept. 730, 220 and 420
- Monthly input projections of man-hours
- Receive drawings, detail drawings, arrange drawings for packages to issue to teams
- Manage and teach team members efficiency and safety
- Report daily time, vacation and keep occurrences, etc.
- Evaluate each team member periodically and discuss individually for self-improvements
- Mark up drawings for engineering as-built
- Make sure teams follow National Electrical Codes and customer specifications per projects
- Review electrical stock before engineering issues purchase orders so we can cost saving
- Absolute product control throughout panels, prewire, and cables processes
- Fabricate items as needed, paint items
- Power up and test motors, conveyors, lifters as needed
- Assist in electrical demands throughout the NKC facilities including maintenance assistance
- Interview and test subcontractors as needed
- Try and plan to prewire around fabrication, assembly schedules to meet K-Mods
- Quality control assurance and data entry of records
- Review mechanical drawings and electrical drawings to better install electrical devices
- Assist installation and engineering on cable lengths needed for site applications
- Establish teams
- Empower teams
- Purchase tooling and parts needed to complete jobs
- Arrange to ship to sub-contractors
- Represent NKC during meet and greet ventures

EDUCATION AND EXPERIENCE

- Excellent with Industrial controls theory
- 5 years of experience required
- Industrial Technology or equivalent program

KNOWLEDGE, SKILLS, AND ABILITIES

To perform the job successfully, an individual must be able to execute each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

FLSA Status: Salaried. Exempt.