

JOB POSTING

Position Title: Motor Repair Assistant Ops Mgr
Reports to: Operations Manager
Location: South Shop

Hrs./wk.: 40, OT as required
Classification: Non-Exempt

Job Summary

Assist operations manager in overseeing, coordinating and prioritizing all service work performed in shop departments including rewind, mechanical, machine, shipping/receiving, and mechanical field service. Provide support to customers when necessary.

ESSENTIAL FUNCTIONS

- Assist and advise all shop supervisors, as needed, in repair and/or replacement work. Produce technical drawings and/or illustrations as necessary.
- Provide technical support for customers when necessary, including but not limited to confirming technical or engineering modifications; ensuring service satisfaction; and promoting strong company image.
- Assist in managing repair operations to achieve budgeted levels of sales and gross profit margins while controlling warranty, rework, direct and indirect expenses.
- Provide management leadership for major contracts/projects.
- Observe all safety procedures and use proper protective gear.
- Direct all shop supervisors and personnel in proper safety procedures related to their duties.
- Stay current in all aspects of our quality management system and help promote a positive culture relative to ISO 9000.

SECONDARY FUNCTIONS:

- Direct shop supervisors in providing on-the-job training for all shop employees.
- Assist shop supervisors in understanding and administering company rules and regulations.
- All other duties as assigned by supervisor.

QUALIFICATIONS:

- High school diploma, plus 5 years of on-the-job training in electric motor repair. Additionally, eight to ten years of experience in supervising mechanical work is desirable.
- Ability to supervise others through strong communication skills.
- High degree of professionalism
- Ability to promote strong company image and deal effectively with customers.
- Computer literate with a high degree of understanding how a computer can be used to effectively communicate with others and streamline daily tasks.
- Ability to oversee, coordinate and prioritize all service work.
- Able to provide technical support to customers.

WORKING CONDITIONS:

- Typical shop and office environment

OTHER REQUIREMENTS:

- Fluent in English (reading, writing, speaking).
- Able to follow all safety requirements and wear required PPE.

Anyone interested in applying for this position needs to submit a written application to the Human Resource Department by October 5, 2015. Applications received after this date may not be considered. L&S Electric, Inc. is committed to providing Equal Employment Opportunities to all employees and job applicants regardless of race, religion, color, sex, age, disability, national origin, veteran status, sexual preference or marital status, in any personal action.