

JOB DESCRIPTION

Electrical Supervisor

Summary

Electrical Supervisor is responsible for supervising and directing Electricians to optimize factory reliability and operations.

Principal Working Relationships

- Supervisor: Electrical and Controls Supervisor
- Cooperate closely with Instrumentation Supervisor
- Work with Purchasing, Storeroom, Engineering, Maintenance, Operating, and Human Resources personnel
- Expected to maintain a professional working relationship with all Factory Management and all other departments as well as all other Minn-Dak Farmers Cooperative employees and contractors

Essential Job Duties

- The Electrical Supervisor supervises a crew of Electricians that performs plant maintenance and construction. This individual is expected to lead, evaluate, and develop their personnel.
- Implement and require strict adherence to all safety, food safety, feed safety, and sanitation rules and programs as well as other applicable company policies and regulatory or compliance issues.
- Ensure high personnel utilization and best maintenance practices are achieved by:
 - ▶ Actively utilizing service call system
 - ▶ Managing and prioritizing service calls backlog
 - ▶ Assigning service calls to keep percent of planned and scheduled work high
- Develop the process, electrical, instrumentation, control, and leadership skills of self and others through training. Assure that personnel are knowledgeable and competent in their assigned jobs.
- Recognize opportunities for applying new technologies or methods to how the process is measured and controlled. Come up with suggestions and recommendations for improvement.
- Monitor and control the morale and discipline of maintenance and process personnel.
- Manage the financial responsibilities and activities of the department including:
 - ▶ Submitting campaign and inter-campaign budgets for assigned equipment in timely manner
 - ▶ Projecting and submitting PI requests for improvements and asset replacement
 - ▶ Optimizing department inventory costs by managing inventory
- Coordinate, oversee, document, and assist in the planning, installation, and testing of equipment, devices, and systems that replace existing or are part of new installations.
- Manage the maintenance activities, operation, and reliability of all electrical equipment and control devices. Insure compliance with formal regulations regarding periodic calibration/testing of equipment.
- Manage the preparation and maintenance of reports necessary to carry out the functions of the department. Prepare reports for management, as necessary or requested.
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, food quality and operational problems, and unsafe conditions to supervisor.
- Serve as Master of Record for Minn-Dak Farmers Cooperative and prepare quarterly reports for North Dakota State Electrical Board. Work and cooperate with State Electrical Inspector as needed.
- Work with Maintenance Engineer to identify and develop critical equipment PM's, life expectancy and replacement plan.
- Expected to fill in for Instrumentation Supervisor when needed.
- Work with Supervisor and Human Resources staff to recruit, interview, select, hire, and employ an appropriate number of employees.
- Perform other work as directed by supervisor and as required by the business.

Qualifications

- Two year degree in Computer Science, Instrumentation, or Electrical field.
- Minimum 3 years of experience as Instrument Technician or Electrician.
- North Dakota Master Electrician license required.
- Good understanding of process operations, plant maintenance, and construction.
- Leadership, organizational, decision making and change management skills are required.
- Process related experience and basic sugar processing knowledge.
- Should be motivated, willing, enthusiastic, and promotable.
- Good attendance, safety, disciplinary, and overall employment records.
- Organized with excellent time management skills.
- Ability to communicate and work cohesively with employees at all levels.

- Demonstrated leadership qualities, and planning/scheduling skills.
- Working knowledge in the following areas:
 - ▶ Electrical and Electronic Theory
 - ▶ Power Supplies
 - ▶ Electrical Measuring Instruments
 - ▶ Electrical Motors and Generators Operation and Maintenance
 - ▶ Electrical Control Circuits
 - ▶ Electrical Switchgear and Motor Control Centers
 - ▶ National Electrical Code
 - ▶ Pneumatics
 - ▶ Process Control
 - ▶ Process Instrumentation
 - ▶ Safety Calibration and Testing
 - ▶ Final Control Elements
 - ▶ Energy Conservation
 - ▶ Reading Schematics and Symbols
 - ▶ AC and DC Circuitry
 - ▶ Transformers
 - ▶ Electrical Protective Devices
 - ▶ Variable Frequency Drives
 - ▶ Hazardous Classified Areas
 - ▶ Programmable Logic Controllers (PLC)
 - ▶ HVAC Systems Basics
 - ▶ Basics of Mechanics
 - ▶ Math

Physical Demands and Expectations

- Able to stand or walk on concrete floors for an entire eight hour shift if necessary
- Able to bend and lift – 20 to 100 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date