

## Job Description

### Installation Team Leader

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**Summary:** The person in this position will be responsible for the organization and time management of each system being set up at the customer's location. The position works out of our Bowling Green, OH facility, when not traveling.

**Essential Duties and Responsibilities:** Including but not limited to the following:

**Responsibilities:**

- 1.) Experience assembling conveyor systems and other machinery.
- 2.) Electrical and pneumatic experience required. With the ability to read and interpret both mechanical and electrical blueprints.
- 3.) Review scheduling with management and determine the required time needed to complete a project and be able to maintain that timeline throughout the project until completion.
- 4.) Put a schedule together starting from day-1 to the finish of project. Manages the installers at customer locations. Assigning the correct number of employees and assigning tasks accordingly. Daily updates will be given to the Plant Manager and or Plant Supervisor either in writing or through email.
- 5.) Organizing all the parts for the installation of the system. Example: wireway stands, PE & Ref. brackets, J-box & disconnect mounts, etc... so that these items are processed and in hand ready for the project set-up start date.
- 6.) Help with punch list items and the labeling of equipment prior to shipment.
- 7.) Make sure all guys are trained and are following proper lock-out procedures and to make sure all employees are working in a safe manner and following plant safety rules.
- 8.) Responsible for the training standards of our current and new employees. Everyone should be dressing out wires the same, everyone should be stripping wires the same way, etc... Provide process improvement ideas for the department. For example, installation & quality control check lists, new tools for the set-up team to help with inefficiency's, etc...
- 9.) Ability to travel to customer locations across the United States 30-40% of the time. Making travel arrangements for the entire installation team and completing expense reports at the conclusion of the installation.
- 10.) The Installation Team Leader will also be expected to help perform some of the work needed to complete the set-up. Example, termination in panels, J-boxes, the mounting of brackets, etc.

## Education & Experience:

- High school diploma: Three to five years of relevant work experience and previous lead role preferred.
- Ability to read and understand mechanical and electrical prints.
- Previous experience with hand tools and measurement tools required and the ability to drive a forklift, scissor lift, and operate an overhead crane.
- Must have strong problem-solving skills and excellent organization skills.
- Excellent verbal and written communication skills
- Software: Proficient in using Microsoft Office; Word; Outlook; Excel
- Must have a current valid driver's license.

## Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

**Salary Range:** \$26.00 - \$30.00 per hour, plus premium rate added when traveling plus overtime pay at one half times or double time rate after forty hours when applicable.

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