



IROCK Crushers LLC
Job Description

Job Title: ASSEMBLY SUPERINTENDENT
Department: OPERATIONS
Reports To: DIRECTOR OF OPERATIONS & FINANCE
FLSA Status: EXEMPT
Effective Date: 01-03-2022

SUMMARY

This position is responsible for the safe and efficient organization, coordination and supervision of employees assembling crushing & screening equipment in a manufacturing environment. Operational activities include properly assembling, installing and joining components in the production process per specifications and in accordance with the production schedule from the stages of individual parts, semi-finished assemblies to completion as finished goods. The successful candidate will also be accountable for the overall final assemblies and quality of the finished goods. As a divisional supervisor, the ideal candidate will also enjoy the challenges of guiding departmental initiatives and meeting corporate objectives that will further enhance IROCK's overall growth and profitability.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and projects may be assigned.

- Supervise and manage day-to-day assembly personnel
 - Plan and organize workloads, staff assignments and review progress
 - Readily perceives and effectively responds to schedules essential to supervising highly productive, cost-effective, quality-oriented assembly operations
 - Accountable for planning appropriate staffing levels that will be required to meet assembly demands and reviews any adjustments with the Director of Operations & Finance
 - Monitor and improve safety on the assembly floor; eliminate any unsafe operations and ensure a safe and clean product environment
 - Determines processing needs to assure fixtures, tooling and methods are provided to meet schedules and production requirements
 - Leads the assembly, mounting, and/or installation of mechanical, electrical, hydraulic, or structural parts into finished goods, with the aid of blueprints, schematic drawings, diagrams, layouts, component manuals, work orders and oral instructions. This involves reading, understanding, and following work order specifications, blueprints, diagrams, engineering drawings, work instructions, oral instructions, and specified procedures.
 - Prepares and assigns work to be accomplished by studying assembly instructions, engineering drawing specifications, and parts lists; oversees the check-in of picked parts, subassemblies, tools, and materials for final assembly
 - Verifies specifications and tolerances to meet product and/or quality specifications. Continuously strives to improve the assembly teams work-related skills, efficiency, and the quality of output
 - Functions as the primary assembly team contact and resolves shop floor issues that may arise



- Daily correspondence with the Director of Operations & Finance to designate workload, priorities and sequence for work assigned in assembly/test stations (process improvement dialogues, etc.)
- Provide technical expertise to subordinates
- Keeps tools and equipment operational by completing preventative maintenance; follows manufacturer's instructions; troubleshoots malfunctions; calls for repairs, and completes daily check sheets
- Manages and adheres to the Shop Floor (SF) process
 - Solely responsible for divisional inspections, quality checklists and preparing the equipment for successful field operation
 - Monitors and controls established procedures to ensure compliance with process and quality standards
 - Monitors technical information or verification processes, providing proper feedback and follow up on issues
 - Communicating to the Director of Operations & Finance and other team members as necessary
 - Fulfills work requirements according to quality standards determined for the assigned work tasks, including incoming and outgoing quality checks, and other quality inspections as required. Documents actions by completing production mark-up and quality forms
- Assists in the planning and monitoring of assembly costs (estimate vs. actual)
 - Provides estimates of material and labor for determination of in-house/outsourced decisions
- Ensures effective employee relations, provides employee coaching and development, makes employment decisions and resolves employee issues through to proper resolution
 - Evaluates employee performance and accountability
- Oversees the performance, safety and maintenance on all divisional fixed equipment
 - Coordinates and schedules Preventative Maintenance and/or repairs of equipment
 - Proficient in the operation, capabilities and all related software of all divisional fixed equipment
- Establishes and implements shop procedures for workmanship, quality control and process flow under the guidance of the Director of Operations & Finance
 - Responsible for coordinating/training new employees on shop procedures, safety and proper equipment operation
 - Ensures appropriate employee equipment cross training and redundancies to avoid down time
 - Serves as operational back-up for subordinates on an as needed basis
 - Leads efforts to develop and deploy standard work for assembly and drive continuous improvement, reports status, monitors and audits related metrics
- Provides recommendations on capital expenditures to improve divisional capabilities, equipment and efficiencies



- Maintains compliance with company policies & procedures, safety, environmental, regulatory, federal, state and other regulatory requirements
- Responsible for maintaining overall division appearance and housekeeping
- Analyze and maintain budget requests for assembly operations
 - Collaborate with the Director of Operations & Finance to evaluate all operational activities within the division
- Collaborate with the Procurement Manager on any issues relating to defective, damaged and/or incorrect parts

SUPERVISORY RESPONSIBILITIES

- Assembly Team(s)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and/or Experience:

- B.A. or B.S. degree in Business or Management or Manufacturing-related courses desired, but not required.
- (5) to (7) years previous related experience is required and should include supervisory experience
 - Experience should include a strong background in mechanical assemblies and manufacturing operations
 - Experience in Assembly or test operation for heavy equipment
 - Affiliations with successful manufacturing companies a plus

General Skills

- Ability to exercise sound judgment and solve problems, work independently, effectively manage workload, and work well under pressure
- Expert mechanical aptitude and understanding of heavy equipment mechanical assembly processes, equipment and applications
 - Incorporate safety into processes, equipment, and operating procedures. Make certain mandatory safety equipment is used, and promote safe working practices.
- Must have strong organizational skills to handle a variety of projects and determine priorities for all divisional employees
- Sound administrative skills. Well-developed supervisory skills--principles and people
- Ability to read and interpret engineering drawings
- High energy level, comfortable performing multi-faceted projects in conjunction with normal activities
- Must be able to effectively communicate verbally with employees at all levels as well as vendors
- Detail Oriented
- Evidence of a high level of confidentiality



- Must possess intermediate computer skills to effectively use Microsoft Office and the ability to learn manufacturing functions of the accounting software supplied
 - Experience with ERP software is preferred. Experience with Macola software a plus
- Strong organizational and time management skills
- Ability to work well with a team in a fast-paced environment
 - Takes ownership for team cohesion and team development
- Be a self-starter
- Possess a team spirit with the respect of others' ideas and requirements
- Must develop positive working relationships with Management Team
 - Well-developed interpersonal skills. Ability to get along well with diverse personalities--tactful--mature--flexible
- Ability to prepare routine administrative paperwork
- Must be able to communicate effectively on technical issues
- Must be able to schedule the manufacturing requirements of short term and long term projects and communicate these schedules with the Director of Operations & Finance
 - Must be a critical thinker and problem solver
 - Must be open to new ideas and bring creativity to the job position

Language Skills

- Excellent interpersonal skills and employee relations
- Must be able to prepare documents that are concise and logical for transferring information across departments.
- Ability to write routine reports and correspondence
- Ability to communicate clearly with management and co-workers, both in person and via email.
- Ability to read and interpret documents

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to read, sort, check, count, and verify numbers
- Ability to perform reconciliations, prove results, and detect errors

Reasoning Ability

- Ability to apply common sense understanding to follow instructions furnished in written, oral, or diagram form
- Ability to work with co-workers, vendors, IROCK visitors, including during urgent/crisis type issues
- Problem solve using common sense, and according to policies and regulations
- Ability to detect inconsistencies and report information to appropriate personnel

Certificates, Licenses, Registrations

- There are no requirements for this position



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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continually required to talk and hear. The employee frequently is required to communicate and exchange accurate information. The employee frequently is required to walk; stand; sit; use foot/feet; use hand/foot controls; use both hands to finger, handle, feel, grip, or drive; use fine finger ability; use wrist motion; reach above/below shoulders; reach and carry with hands and arms; step up/down, climb or balance; and bend/stoop, twist, squat/crouch, kneel, or crawl. The employee occasionally will work outside the facility, encounter uneven or slippery surfaces, or work in wet conditions. Specific vision abilities include close vision, distant vision, color vision, peripheral vision, depth perception, ability to adjust focus, and hand-eye coordination.

Primary work assignment will require employees to frequently push/pull/lift from the floor to the table, and lift from table to shoulder level, up to 75 pounds. Employees may occasionally push/pull/lift below or above shoulder level greater than 75 pounds if they are physically able to do so safely. Employees are encouraged to use caution at all times when pushing/pulling/lifting. Please consider the size, shape, weight of the object to be pushed/pulled/lifted, the path and the distance you must travel along with your own physical ability. If necessary, please seek assistance with pushing/pulling/lifting tasks. Employees should never lift more than they are physically able to handle safely.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position functions primarily in a shop/manufacturing/office environment
- Overtime will be necessary during peak times or as needed to meet delivery schedules
- The position requires supervising employees in shop environments, which experiences assembly, heavy welding, painting fabricating, forming and burning
- The position requires climbing stairs, ladders and equipment for quality, completion and performance inspections
- Periodic travel to vendors, training and/or job sites as necessary
- The office is attached to the manufacturing facility and occasionally the noise level in the work environment may be loud
- Must have the ability to respond promptly to a facility, project and/or employee injury emergency
- While performing the duties of this job, the employee may be exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; outside weather conditions; and risk of electrical shock. The noise level in the work environment may be loud