

## **Maxi-Tronic Supervisor - Lead Technician**

**We are looking for a person with the correct set of skills and personal drive to lead and further develop our Maxi-Tronic department**

Responsibilities include: The manufacturing processes and results for the Maxi-Tronic line of products. This means managing Maxi-Tronic orders and production scheduling, inventory (inbound and outbound) and supervising the Maxi-Tronic room to meet customer needs. Supervises other technicians working on Maxi-Tronic orders to ensure proper quality, efficiency and timeliness and personally manufacture products, as well. Also assist Engineering to develop design specifications and production processes used to effectively build parts and products. There is some flexibility to expand or modify duties to capitalize on an individual's skills.

**Duties:** To include but, not limited to, those below

- Ensure Maxi-Tronic production schedules and shipments meet customer needs.
- Maintain project priorities, (as indicated by management) to ensure that the correct projects are being processed in the correct order.
- Responsible for Inventory Control through physical inventory and MS Excel spreadsheet reports.
- Order components as needed for production.
- Working supervisor of the production of parts and products as needed to fill orders and to maintain minimum and maximum levels of stock.
- Develop, maintain and document the manufacturing procedures which ensure the consistent and efficient manufacturing of quality parts and products.
- Perform quality control tests and troubleshoot Maxi-Tronic parts, products, and processes.
- Design, build and document quality control test apparatus and procedures.
- Provide a high level of technical assistance to customers during onsite visits and by phone.
- Maintain an effective, clean and safe environment in the Maxi-Tronic room and area.

**Qualifications:**

- High level prioritization and planning skills.
- Basic knowledge of low voltage electronic components and circuitry.
- Working knowledge of digital volt meters.

- Working knowledge of conduit installation.
- Familiar with industrial equipment, and preferably skilled in driving a fork lift.
- Previous success managing small teams consisting of other employees.
- Working knowledge using Windows computers and MS Office software, specifically creating Excel spreadsheets and graphs.
- Able to distinguish colors.
- Personal: Strong math skills; Strong people skills; Strong work ethic; Strong leadership skills; Reliable; Honest; Good team Player; Detail oriented; Focused on quality and neatness; Committed to customer satisfaction; Respectful of safety; Able to communicate well with end customers.
- Must have a valid driver's license and be insurable.

Safe-Grain, Inc. is located in Wapakoneta, Ohio (SE of Lima). It is a growing company which supplies monitoring equipment for grain elevators. We help feed the world. We provide competitive wage rates, benefits, and primarily M-F day shifts.

Salary commensurate based on skills and results