

# 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.
- Good attendance, safety, disciplinary, and overall employment records
- 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.

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Print Name

Signature

Date