

Position: Panel Shop Supervisor
Location: Liberty Lake, WA
Type: Full time

Panel Shop Supervisor

QualiTEQ is a full-service Underwriters Laboratory (UL508A and UL698A) listed fabrication shop capable of delivering electrical control panels of all types and sizes. Our team of experienced fabricators skillfully integrate state-of-the-art components with leading technologies to meet your automation and control needs. We maintain relationships with industry's leading equipment providers to provide our clients cutting edge technology and premier value.

Position Summary

The Panel Shop Supervisor is responsible for working with and directing employees on all aspects related to the manufacturing of electrical control panels, including mechanical fabrication, mechanical assembly, panel layout, labeling, wiring and cross check inspections. In addition to actively building control panels, the role includes shop scheduling, employee development, achievement of performance expectations, and effective communication. The Panel Shop Supervisor reports to the General Manager.

Key Responsibilities

Scheduling

- Maintain adherence to the Master Production Schedule.
- Generate and assign resources to meet daily production schedules.
- Coordinate material availability and releases to support production schedules.
- Order materials and issue estimates to support production needs.
- Pack and ship customer orders in accordance with required specifications.

Employee Development

- Oversee and direct the activities of production employees.
- Ensure employees comply with company requirements.
- Identify training needs and work towards a plan to accomplish.
- Provide performance evaluation feedback.
- Assist in the hiring and development of employees.

Performance

- Lead and direct panel shop employees in both mechanical and electrical disciplines.
- Monitor and control safety requirements, schedules, equipment maintenance, quality, supplies, inventories, and panel shipments.
- Oversee and complete all requirements necessary to maintain UL certifications.
- Assemble label kits and assist with building control panels to the design of customer drawings and regulatory specifications.
- Contribute to the company's overall success by performing additional duties as required.

Communication

- Communicate daily with employees about production needs and performance feedback.
- Communicate appropriately with management regarding concerns, direction, updates, and operational needs.

- Interface with clients/engineering regularly to provide status and ensure design and functionality compliance.
- Assist in completion of all required reports and paperwork.
- Assist with development of proposals and issue quotes to customers.

Qualifications

- Minimum of 5 years of experience in the electrical industry.
- Experience with panel fabrication, component layout, electrical enclosures, electrical assemblies, controls, and wiring.
- Supervisory experience preferred.

Skills

- Ability to interpret data from electrical and mechanical diagrams and schematics.
- Understanding of electrical codes and standards (NFPA, IED, UL).
- Knowledge of Underwriters Laboratory UL508A and UL698A standards.
- Understand Safety rules and regulations in a shop environment.
- Able to communicate effectively with co-workers, clients, and others.
- Work with all staff to ensure compliance with safety and environmental policies.
- Be detail oriented and able to focus on zero-defect quality workmanship.
- Effectively manage multiple projects simultaneously in a manufacturing environment.
- Sense of ownership and accountability.