

Job Description – I&E Supervisor

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the I&E Supervisor. The standard is valid for all I&E Supervisors.

2.0 General:

Supervise the I&E Department in a productive and safe manner while maintaining the required quality standards.

3.0 Tasks and Responsibilities:

The Fabrication Supervisor shall be responsible for, but not limited to, the following:

- Maintain Approved Department Mix of Wage Classifications.
- Interview, evaluate and hire applicants for job openings.
- Conduct 90-day performance evaluation of new employees.
- Conduct annual merit reviews.
- Review safety infractions with employees. Prepare Unsatisfactory Performance Report as required.
- Inform employees when their performance is not satisfactory with the Unsatisfactory Performance Report.
- Discharge employees as required for unsatisfactory work performance or lack of work.
- Conduct exit interviews with discharged employees. Provide a thorough explanation to employees for the discharge.
- Develop a Weekly Plan that meets the requirements of the Short-Range Shop Schedule. Assign people to accomplish this plan.
- The Weekly Plan shall be based on drawings and material available at time of Planning Meeting.
- Review and issue drawings, including revisions, to the Shop floor in a timely manner.
- Monitor the actual fabrication hours being used in relation to the current budget.
- Make sure all personnel have been trained to use the appropriate Work Instructions, and then monitor their work to assure the Work Instructions are being followed.
- Revise existing Work Instructions or develop new ones as required.
- Conduct a part of each New Employee Orientation.
- Conduct daily Departmental Toolbox Meetings. Review safety information of work related topics.
- Monitor Housekeeping requirements.
- Monitor tool requirements and respond with a request to purchase tools as required.
- Issue tools to newly hired employees. Replace tools as they are broken or worn out.

- Collect tools from employees who quit or are discharged.
- Maintain employee tool assignment records.
- Assure all of his/her subordinates follow all of the safety policies and procedures of LPP as outlined in the Safety Manual and assure all subordinates attend safety training events and meetings.

4.0 Education and Experience Required:

- Associate Degree or 2 year technical certification.
- Minimum of 5 years supervision in a fabrication or process plant construction environment.

5.0 Skills Required:

- Effective communication skills both verbally and in writing with superiors, colleagues and individuals inside and outside the Company.
- Effective computer skills: Lotus Notes and other Company and discipline specific software applications.
- Effective analytical and problem solving skills.
- Effective organizational skills including the ability to prioritize and plan work.
- Must be detail oriented with the ability to multi-task.
- Working knowledge of NEC and ISA standards

6.0 Travel Percentage:

- Minimal, 10%

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee must occasionally climb to heights of 50 feet.

8.0 Department:

- Fabrication

9.0 Reports To:

- Shop General Foreman

10.0 FLSA Status:

- Exempt

11.0 Direct Reports:

- Hourly I&E personnel

12.0 Salary Grade:

- Range: Based on experience and skill level: 08-09

13.0 Approval:

• Manager: _____ Date: _____

• Employee: _____ Date: _____