



ENERGY & TECHNOLOGY CORP./
TECHNICAL INDUSTRIES, INC.
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IN GOD WE TRUST

www.technicalindustries.com

ESTABLISHED SINCE 1971

Technical Industries Job Description

Operation Manager

- The Operation Manager Job encompasses all of the day-to-day functions of the business.
- Supervision of all employees including those assigned to R & D. *No equipment parts may be taken out without being immediately replaced.*
- The hiring and termination of employees. This should first be discussed with the Human Resources.
- Scheduling of all work and the manpower needed to do such work.
- Keeping track of all paper work, work orders, job orders, time cards, payroll, inspection records and all other.
- Safety training and schooling.
- Make sure all workers have the documentation showing their qualifications.
- Review the S.O.P / Quality manual.
- Monitor the company audit book.
- Always get minimum of three (3) quotes on all purchases, shop the best price.
- To make sure that equipment is maintained and house keeping is done.
- To make sure all inspection units, vehicles, air-compressors and all other equipment are maintained and kept in working order at all times.
- To make sure all equipment needing state inspection stickers, license plates, insurance, papers and registration papers are placed in that piece of equipment.
- To make sure all equipment and tools are on inventory.
- To make sure all tools, equipment and material is picked up and stored after each work day.
- To make sure the grass in the storage/inspection facility and Miller Road house is cut and that the ditches are kept clean so that the may drain.
- Remember that although we have Supervisors to carry our many of these duties it is still the Operation Manager job to see that they do their jobs.

Qualifications:

- High School Diploma or GED or higher education.
- Must read and write English.
- Must have a minimum of 5 years experience in NDT inspection.
- Must be ASNT certified minimum level 2 in UT, MT, Dye Penetrant, MPI & EMI.
- Must have supervision experience and familiar with ISO procedures.
- Must clear back ground check and pass physical examination.
- Must present valid drivers licenses.

OILFIELD TUBULAR & EQUIPMENT, NDT, UT, EMI, TESTING, STORAGE, MAINTENANCE, COATING, THREADING, MILL SERVICES & CONSULTING.

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