



ENERGY & TECHNOLOGY CORP./
TECHNICAL INDUSTRIES, INC.
15438A Miller Road No. 1 Houston, TX 77049
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www.technicalindustries.com

IN GOD WE TRUST

ESTABLISHED SINCE 1971

Technical Industries Job Description Operation Superintendent.

- Supervise the daily work of all units including SEA, UT and EMI work.
- Setup work schedules.
- Control workers time and keep track of all hours for each worker.
- Report all hours worked by each worker to the payroll department in the Lafayette. LA office.
- Interview persons seeking employment.
- Review all inspection reports and work orders, be sure they are filled out correctly then enter them into the computer system.
- Properly train employees and document their qualifications. Make sure employee names are written on the safety glasses, hard hats and gloves.
- Help in writing the S.O.P manual.
- Help with safety program check for safety hazards daily and report any hazards found to the Safety Supervisor.
- Make sure all workers and equipment work safely.
- Make sure all equipment needing calibration to be calibrated. Documented calibrations and file.
- Make sure the Inspection Shed area is kept clean and that the grass in both the storage yard and at the Miller Road house is cut and all roads are maintained. **No equipment parts may be taken out without being immediately replaced.**
- Make sure safety meetings are held each month.
- Make sure all company vehicles are kept clean and in good running conditions and have current inspection stickers on the with insurance papers in the truck.
- Make sure all workers follow the company policy handbook.
- Make sure workers do not use the company telephones to make long distance phone calls.
- Make sure all 3rd party personnel and outside contractors working in the yard follow the safety rules and company policies.
- Make sure that all uniforms turned in at date of termination DO NOT give paychecks to terminated workers until all uniforms accounted for.
- Make sure the telephones transferred to the answering service at lunchtime and each afternoon after working hours.
- Make sure the night watch is on duty and that he is told to clean the office and bathroom,
- To perform all jobs given by his superior safely.

Qualifications:

- High School Diploma or GED or higher education.
- Must read and write English.
- Must have a minimum of 5 years experience technical and safety.
- Must have ASNT certified minimum level 2 in UT, MT, Dye Penetrant, MPI & EMI.
- Must have supervision experience and familiar with Safety, Technical and 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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