

Job Number: WFS-NETL – 2021-21

Job Title: R&D Project Operations & Maintenance Supervisor

Supervisor: Site R&D Manager

Status: Exempt

Location: NETL Morgantown, WV

Waséyabek Federal Services, LLC (WFS) is a subsidiary of Waséyabek Development Company, LLC, providing services to the Federal marketplace. WDC is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi, a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities.

POSITION SUMMARY

The R&D Project Operations & Maintenance Supervisor supervises staff assigned to functional areas and coordinates the maintenance and support of facilities, installation, modification, monitoring, operation, testing, and servicing of equipment and systems at the site. They are also responsible for the organization and direction of all R&D operations personnel.

DUTIES & RESPONSIBILITIES

- Supervise Union technicians providing electrical, mechanical, instrumentation & operations support to R&D projects
- Manage direct reports to complete work on schedule and budget
- Lead all facets of work estimating
- Review, correct and/or approve work planning by planner/schedulers
- Acts as the lead, coordinating complex projects
- Participate in design reviews for constructability of parts or systems
- Lead daily safety meetings
- Monitor inventory of stock items and purchase material needed to complete work using Bill of Materials identified on engineering drawings
- Ensure components, equipment, and systems are installed consistent with engineering plans, layout, and contract requirements
- Develop employees by direct training or stretch assignments to strengthen the team.
- Generate work assignments via a weekly schedule for direct reports
- Perform all other position related duties as assigned or requested

MINIMUM QUALIFICATION

- Bachelor's degree preferred
- Minimum of seven (7) years of job-related experience
- Vocational/Technical school or
- Associate's degree and at least ten (10) years of job-related experience or equivalent experience
- Ability to work in a fast-paced and dynamic environment
- Safety driven and an eye for detail
- Excellent planning and organizational skills



- Strong technical knowledge in at least one of the following areas; R&D operations, electrical, mechanical, machining and instrumentation & controls
- Experience with a Union workforce and collective bargaining agreements
- Excellent communications and analytical skills
- Proficient knowledge of computer systems and integrated software application programs such as Excel, Word, etc.
- Ability to pass a pre-employment drug screen
- Ability to pass a background investigation, including but not limited to nationwide criminal record search, and other relevant background information deemed necessary by the contract
- United States citizenship is required to work on a federal contract and will be electronically verified via E-Verify

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

This position operates in an on-site facility shop and may require standing for extended periods of time. The performance of this position may occasionally require exposure to areas that require the use of personal protective equipment such as protective suit, safety glasses with side shields and mandatory hearing protection. The employee must occasionally lift and/or move up to 25 pounds.

TRAVEL

Travel is not required with this position

RELOCATION

Relocation expenses will not be provided

HIRING PREFERENCE

Native American & Veteran Hiring Preferences will be applied in accordance with WFS policy

Waséyabek Federal Services is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.