

# CEEUS JOB DESCRIPTION

## Manager of Test Lab, Tool Repair and Maintenance

### Company Overview

Cooperative Electric Energy Utility Supply (CEEUS) is an established and successful wholesale distributor experiencing dynamic growth. Our role in the supply chain is to coordinate the flow of materials and equipment from manufacturers to the electric power companies who serve underserved communities.

Operations are centrally located in West Columbia, South Carolina, allowing us to conveniently serve our member-owners, the Electric Cooperatives of South Carolina, as well as, municipals and investor-owned utilities. We proudly offer next day delivery to our South Carolina customers via our fleet of trucks or common carrier. In order to best serve our customers, CEEUS offers a tool repair service, lineman PPE testing, as well as emerging technologies such as broadband fiber optics and electric vehicle charging.

**We supply the needs of those who power our world.**



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## JOB DESCRIPTION

Manager of Test Lab, Tool Repair and Maintenance

### **ORGANIZATIONAL RELATIONSHIPS**

**Department** | Operations

**Reports To** | Vice President of Operations

### **PURPOSE**

With the substantial growth of our members and customers, there has been increased demand and pressure put on our testing and repair departments to get material back to the customer in a timely manner. This has created the need for a knowledgeable primary point of contact that has the ability to adapt, grow, and change our testing/tool procedures to meet our needs and the needs of our customers.

### **NATURE AND SCOPE**

The role of Manager of Test Lab, Tool Repair and Maintenance will be responsible for providing consistency to our processes with the confidence that we are exceeding industry standards. Our Rubber Goods testing standards are dictated by organizations such as ASTM, NAIL and IEEE. Our ability to be a certified Tool Repair Shop (for many of the tools that we sell) is dictated by the manufacturers that make them. Now, more than ever, this role is needed to engage with these external organizations and work with these manufacturers to help to set the standards that govern what we do in these business services. In turn, our team should become more knowledgeable and confident which will lead to better business practices.

### **Qualities | The Manager of Test Lab, Tool Repair and Maintenance we are looking for will be:**

- Service-based mentality: Excited to be part of a growing company, and willing to jump in to solve any problems that arise.
- Hungry learner: Continually self-educating. Sees each interaction as an opportunity to learn something valuable. Reads books/takes courses.
- End User focused: Humble/professional, supportive attitude, dependable and responsive.
- Team thinking: Makes decisions in support of team goals.

### **Job Responsibilities**

- Build relationships with all employees, customers, channel partners, and vendor representatives that interact with CEEUS/LE Test Lab and Tool Repair.
- Manage all aspects of the Rubber Goods Test Lab, including the testing procedures (to ASTM and IEEE Standards) to ensure compliance with NAIL.
- Manage all aspects of the Tool Repair/Warranty Support program, including required manufacturer certifications that authorize CEEUS/LE to repair specific tool lines.

- Strive to become the most knowledgeable person in our market with regards to rubber goods testing and tool repair.
- Be an active member in ASTM and NAIL. This position is expected to participate in as many events as possible, which ultimately should lead to being a member of the standard committees.
- Gain comprehensive knowledge of our business operations to evaluate and assess performance improvement opportunities.
- Develop, test, implement, and reevaluate SOP's with a goal of constant improvement and 100% accuracy for our testing procedures.
- Set schedules and job duties in order to become a highly profitable and efficient division for CEEUS/LE
- Set training goals for all employees within your departments
- Report on all KPI's and Goals set by upper management
- Create new plans for expansion and implement these plans at the discretion of upper management.
- All warehouse/fleet maintenance (with the help of VP and Warehouse Manager)

### **Working Location and Conditions**

- Normal office and warehouse environment, one location
- Standard working hours of 8:00 AM to 5:00 PM, Monday through Friday with 1 hour for lunch
- Occasional: out of town meetings, additional work hours during peak periods and time sensitive periods due deadline expectations

## **EDUCATION, KNOWLEDGE AND EXPERIENCE**

	<b>Required Qualifications</b>	<b>Preferred Qualifications</b>
<b>Education Level</b>	Bachelor's Degree	
<b>Education Details</b>		
<b>Work Experience</b>	At least 5 years of related experience.	10 years of related experience Assembly Line, Utility Tools, Dielectric Testing and OSHA Experience
<b>Work Details</b>	<p>Must be tactful, possess excellent interpersonal skills, have the ability to accommodate and engage diverse personalities, and be capable of conveying a positive and professional image while strengthening relationships with internal and external customers. Must be adept at learning and training others testing equipment and tools.</p> <p>Must be Safety Oriented.</p> <p>Must display effective written and oral communication skills for meetings with vendors, customers, management or employees; be able to write legibly as well as read and comprehend material.</p> <p>Must have the ability to handle multiple projects at one time.</p>	
<b>Licenses &amp; Certifications</b>		