



JOB DESCRIPTION - OPERATIONS MANAGER

REPORTS TO: President

HOURS:

- Monday to Friday 7:30 - 16:30
- 1 hour per day for lunch
- Overtime / Weekend hours as requested by President

COMPANY DESCRIPTION

National Compressed Air Canada Ltd. is an industry leader in the development and manufacturing of custom-engineered and standard air and gas compression equipment. With over 60 years of experience, we design compressor packages and other related equipment for customers in sectors such as Oil and Gas, Mining, Drilling, and other Industrial applications. NCA Canada is located in Mississauga, ON.

POSITION RESPONSIBILITIES:

The Operations Manager's responsibilities are widespread. This position oversees all manufacturing, engineering, procurement and logistics personnel. In addition, they coordinate, designs and oversees manufacturing builds of compressor packages manufactured at NCA. This position requires an individual with excellent multi-tasking, organizational and leadership abilities, with engineering, millwright or mechanical background experience. They must be able to problem solve and offer solutions to challenges within the daily operations at NCA.

Objectives of this role:

- Maintain constant communication with managers, staff, and vendors to ensure proper operations of the company
- Develop, implement, and maintain quality assurance protocols
- Increase the efficiency of existing processes and procedures to enhance the company's internal capacity
- Track staffing requirements, hiring new employees as needed
- Lead, motivate, and support a large team within a time-sensitive and demanding environment, including career development plans for direct reports and problem resolution
- Manage data collection for the updating of metrics to achieve productivity targets, reduce cost per unit, eliminate errors, and deliver excellent customer service
- Proficiency in conflict management and business negotiation processes
- Knowledge of business productivity software and an aptitude for learning new applications

Preferred skills and qualifications:

- University or College degree (or equivalent) in mechanical engineering field
- Operations management, business administration, or Major project management
- **Practical build experience** for heavy machinery projects is a key component



DAILY RESPONSIBILITIES:

Engineering:

- Oversees and conducts engineering design of mechanical, electrical, pneumatic and hydraulic systems for the majority of compressor systems manufactured by NCA.
- Engineers the integration of all compressor components including engines, electric motors, compressor air ends and cooling systems to achieve performance and design requirements.
- Creates the specification and sources all components used with the compressor systems.
- Develops the compressor control system logic through integration of engine manufacturers' controls and custom controls as required by each customer's application.
- Utilizes cost effective approaches to manufacturing methods and designs.
- Responsible for development and accuracy of the BOM for the majority of custom projects: includes identifying specific parts, determining and adjusting for engineering changes, creating final document for accounting staff.
- Is the primary technical lead for manufactured products at NCA.

Production Management:

- Schedules all manufacturing builds and resources (personnel, materials and components).
- Organizes work for manufacturing personnel reviewing priorities and parts availability.
- Oversees quality of workmanship and functionality of manufactured equipment.
- Monitors delivery of key items for manufactured systems.
- Approves wages of all hourly employees (shop personnel).
- Leads Production meetings on a daily basis, ensuring all work is coordinated for all Shop Floor Staff and materials are organized and ready, along with technical instruction and support from engineering, in advance of the scheduled work.
- Manages Shop Staff, performance reviews, vacations requests.
- Critical that a technical understanding of what we are building, why we are building it a certain way, be able to make decisions on guiding Staff on what and how they do it, to be more efficient with their time and assuring product quality.
- Be hands-on in testing and troubleshooting to gain understanding of the products and be able to technically lead the Service Team when equipment fails.
- Hiring personnel, aiding Shop Staff, Technical Staff, Service Teams

Service \ Commissioning \ Support:

- Oversees service team management and personnel.
- Is the primary resource for technical support of NCA manufactured compressor systems.
- Supports personnel sent out to jobsite for commissioning equipment and/or training personnel.

Administrative / Internal Support:

- Technical writing - responsible to ensure proper information is in the operation and maintenance manuals for all compressors made.
- Hires and coordinates the technical learning of personnel for manufacturing, shipping, purchasing, administration and logistics.
- Conducts personnel performance reviews and salary reviews for manufacturing, engineering and procurement departments as well as for the Administrative Assistant.
- Supervises shipping personnel: packaging, logistics, sales order finalization (completeness and accuracy)



Facility Management:

- Responsible for building maintenance, property maintenance, machinery and equipment purchase and maintenance, facility improvements, implementation of new capital equipment, overall plant layout and production flow, computer and communication systems.

SUMMARY: Job descriptions act as a guideline for job expectations and performance evaluations. Each staff member is part of the overall team at NCA and may be asked to help complete a variety of tasks that are not specified in their job description.

Applicants may send resume with cover letter via email to hr@nationalcompressedair.com

Please state the position you are applying for. No phone calls please. Must be legal to work in Canada.

We wish to thank all applicants for applying however only selected candidates will be contacted for an interview.