



Job Title: Coating Supervisor
Reports to: Production Supervisor
FLSA Status: Exempt

Position Description:

The Coating Supervisor directs, and coordinates activities of workers engaged in the masking, coating, curing, unmasking and inspection of Printed Circuit Boards; and has primary responsibility for managing all production-related activities in the department. Processes include coating preparation, manual and machine coating application and UV inspection. Coating systems include epoxy, enamel, RTV and glue. Accountable for operating efficiency and effectiveness, employee issues, product quality, 5S activity and safety.

Major Responsibilities Include:

- Manage the department with emphasis on mentoring, training, and developing all employees to their full potential.
- Define the role and placement of each employee in the department. Ensure they are trained, and the department is properly staffed to meet production requirements.
- Ensures a safe and positive work environment by enforcing Zentech policies and practices.
- Conduct performance reviews and discipline employees when needed.
- Hold daily 5-minute quality safety meetings with department employees.
- Attend daily Production Meeting and update Product Tracking Board
- Ensure AS9001 compliance throughout the department.
- Perform Corrective Action including root cause analysis within documented time constraints.
- Enforce all Zentech quality programs and ensure that the department is meeting their requirements.

- Plan, organize and direct activities based on the Master schedule.
- Use the Zentech MES System to access production requirements and report the daily completions.

Other duties:

Be self-motivated; detail oriented, and highly organized. Possess strong analytical skills and ability to communicate effectively.

Educational Requirements:

- Associates Degree or equivalent with 5 years of supervisory experience in a manufacturing environment

Experience/Technical/Other Skills Requirements:

- Computer and software proficiency – including strong knowledge of MS Office.
- Excellent interpersonal and communication skills.
- Ability to work in teams, multi-task, and take leadership responsibility on projects.
- Excellent Mechanical aptitude
- Willing to work 12-hour shift pattern, weekends and or holidays.

Physical Demands:

The candidate is regularly required to sit, use hands and arms to reach and lift to 30 pounds. The employee is frequently required to stand and walk. Specific vision abilities required include close vision, distance vision, depth perception and ability to adjust focus. Ability to handle small hand tools, power tools, and operate all production equipment. Must be able to perform same duties that all production personnel perform.

This position may require exposure to information, which is subject to US export control regulations, i.e. the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR). All applicants must be U.S. persons within the meaning of U.S. regulations.

E/O/E