

NEW CENTURY CAREERS

JOB DESCRIPTION

Job Title: Training/Facility Supervisor
Department: Training Services Team
Reports To: President/CEO

SUMMARY:

To assist in NCC's goal to increase and maintain our capacity and capability to train and upskill individuals for the regional manufacturing industry by assuring well-equipped and maintained training facilities including NCC's Administrative Offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervise and deliver ongoing basic machining training through the MANUFACTURING 2000 Program and other specialized training as needed
- Design, set-up, and operate metal working technologies independently and to trainees including manual and CNC equipment
- Prepare and maintain facility/equipment inventory for all sites offering training through New Century Careers
- Assist NCC in assessing the viability of facilities for future training
- Maintain adequate inventory of equipment, tools and supplies to assure a high standard of training delivery
- Establish and maintain strong advisory committees that will assure compliance with accreditation standards, safety, facility improvements and enhancements
- Work with industry partners to accept donations of materials, tools and supplies
- Assist management with needs assessments to help prepare for grant proposals and contribution requests
- Assess, troubleshoot and repair all existing and newly acquired equipment and equipment upgrades to assure cost effectiveness and operational efficiencies
- Coordinate with vendors to make repairs on machines or systems when necessary
- Assist with logistics regarding special programs and contracts such as BotsIQ and NTMA Apprenticeship
- Responsible for the overall maintenance, repair and cleaning of the physical and IT infrastructure that houses the Training Innovation Center as well as NCC offices

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB REQUIREMENTS:

- a) Act 33/34 Clearances
- b) Ability to lift at least 70 pounds
- c) Ability to maneuver and climb ladders
- d) Ability to stand for long periods
- e) Significant physical activity in transporting, erecting, and dismantling the BotsIQ arena
- f) Must possess valid PA driver's license, a clean driving record and access to a reliable personal vehicle

COMMUNICATION SKILLS: The successful candidate must possess excellent mechanical and decision-making skills, strong interpersonal skills, and a team-player attitude.

EDUCATION and/or EXPERIENCE: **A minimum two-year degree or equivalent experience required, four year preferred. Knowledge in setting up and using manual machining equipment (Lathe, Mill, Surface Grinder, Drill Press, etc.) and CNC Lathes, Mills, and Machining Centers (HAAS, TRAK, DMG, etc.) Strong knowledge of manufacturing and manufacturing equipment, tools and supplies is needed. Experience should include a strong mechanical, repair and maintenance background.**