

**Title:** Operations Supervisor - Southeast  
**Business Unit:** NA Reciprocating Operations – Covell Gardens, Pecan Row, and Taylor County  
**Hours of work:** 40-hour week base  
**Job Purpose:** Work in a hands-on capacity to manage, lead and develop the power stations and employees in the assigned region. The position of Operations Supervisor is based at the Covell Gardens, Pecan Row, and Taylor County sites.

### Key Areas of Responsibility

- Manage multiple power station and gas processing plant locations in the region; Covell Gardens, Pecan Row, and Taylor County
- Be a safety leader at all times; ensuring strict adherence to and quality execution of HSE policies and procedures
- Strive to accomplish efficient and safe operation of facilities continuously from service interval to service interval through hands on leadership and planning
- Ensure inventory management systems are being followed and inventory is accurate
- Lead and motivate a team of operators involved in all aspects of maintaining the power stations and gas processing plant
- Support maintenance strategies in conjunction with the technical services department
- Responsible for interfacing with the landfill partner and customers in the region
- Ensure compliance of state, federal and local regulations, rules and requirements, along with response roles to incidents at the power stations and gas processing plant
- Perform regular inspections of completed maintenance of fixed plant, engines, compressors and associated equipment
- Undertake electrical and mechanical fault-finding, repairs, and reporting
- Schedule daily activities, delegate work tasks to team members and supervise the completion and quality of the tasks
- Responsible to monitor the site employee(s) performance, tardiness, timesheets and overtime
- Deliverables: Development and deliver Scopes of Work, Inspections & Test Plans, Test Documents, SWI's, Operational training and LOTO Process Isolation lists
- Specify/select appropriate equipment and tools for the use
- Review & Approve: Process isolation lists, JSEAs, SWIs and PTWs, as needed
- Support: Liaise with and provide efficient and timely support with any process issues that arise, Consult on Plant/Document Change Requests (PCR's and DCR's) and assist in preparing Root Cause Analysis (RCA) Reports for operational incidents in a timely manner
- Planning: Ensure Global Electrical Asset Management Strategy (GEAMS) activities are completed on site. This includes, but is not limited to planning, scope development, quote retrieval, contractor scheduling and site oversight on day of activities
- Support and comply with company policies and procedures as advised and documented in the Company's employment policies as amended from time to time and as directed by Managers/Supervisors
- A working position, the Operations Supervisor handles any/all work tasks as needed at the sites
- Other duties as assigned from time to time by the Company

## Person Specification

- Ability to lead, manage and develop the operations team
- Able to work under pressure with minimal frustrations
- Strong organization skills with ability to prioritize
- Strong written and verbal communication skills with employees, contractors, leadership, customers, and other parties.
- Proficient using computers and monitoring equipment to measure, record and adjust within operating parameters
- Reliable, committed, and motivated to achieving company and team goals and objectives
- Recognizes and predicts problems and uses initiative to avoid or resolve
- Demonstrates understanding of sector(s) in which the business operates, competitors and industry trends.
- Seek opportunities to maximize efficiency and/or reduce costs
- Takes accountability for key results areas, achieves results, and continuously seeks to improve standards
- Ensures compliance and adherence with all legislative and company requirements
- Ability to provide customer service in specific technical disciplines to suit organizational requirements
- Ability to participate in a multi-disciplined, multi-skilled work environment as a team player
- Trustworthy and honest, with respect for leadership, peers, subordinates, and systems
- Ability to build strong relationships and works well with others to achieve desired results

### Essential:

- Ability to work autonomously in remote locations.
- Willingness and ability to travel to all sites within the region on a regular basis.

## Qualifications and Experience

- Prior supervisory/management experience in a manufacturing environment, preferably with reciprocating engines or gas compression
- Experience with setting and adhering to site budgets and understanding of basic accounting principles
- Experience with setting site maintenance schedules, preferably with both gas field, gas plant and engines
- Experience adhering to health and safety responsibilities and requirements
- Experience with environmental and site compliance regulations
- Experience with wiring diagram development and redlining incorrect schematics.
- Ability to troubleshoot problems, identify root causes and propose and implement remedies.