

LIBERTY LIFT SOLUTIONS

Job Description: Automation Supervisor



Division/Department	Automation
Location	Midland, TX
Job Title	Automation Supervisor
Reports to	<i>Regional Manager</i>

Level/Grade	Type of position:	Hours <u>40</u> / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Nonexempt

POSITION SUMMARY

Liberty Lift Solutions, LLC is an artificial lift service company in the oil and gas industry that has been in business for over 30 years. We are searching for safety-oriented individuals who are seeking longevity with a growing company. This role requires the ability to work autonomously with great attention to detail.

RESPONSIBILITIES

- Oversee and manage the day-to-day logistical and billing challenges of our automation product line
- Verify correct product and serial numbers are shipped, on-time, to correct customer locations
- Coordinate the inventory transactions and maintain inventory integrity for all automation inventory
- Communicate with vendors to ensure inventory availability and timely deliveries
- Communicate and coordinate with customers to schedule deliveries, installations, and repair work
- (As needed) Perform service work and installations of pump-off controllers and variable speed drives
- Assist with POC troubleshooting
- Periodically schedule and perform customer training sessions for POCs and general automation
- Maintain proper housekeeping of vehicles and job locations
- Assist in responsibility for the safety and welfare of the job site including fellow team members, customers, and third-party vendors.
- Lift objects up to 50lbs
- All other duties as assigned

- High school diploma or general education degree (GED)
- Certified Electrician (Journeyman or Master)
- Mechanical aptitude
- Safety Oriented
- Written and verbal communication skills
- Willingness to learn
- Valid Driver's license with acceptable MVR
- Pass a physical/drug screening and background check

COMPETENCIES

- | | |
|---------------------------------|---------------------------|
| • Professional Maturity | • Responsibility |
| • Communication | • Time Management |
| • Flexibility | • Leadership |
| • Customer Service | • Job/Technical Knowledge |
| • Collaboration and Partnership | • Problem Solving |
| • Attention to Detail | • Integrity and Respect |
| • Teamwork | • Accountability |

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Demands: This job is a mostly sedentary role; however, moderate physical activity is occasionally required to stand, walk, sit, reach, carry, pull, lift or otherwise move objects up to 25 pounds. Employee is required have specific vision abilities which include close and distant vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Employee is also required to talk and hear.

Work Environment: This job operates in a professional office environment. The noise level is moderate and in a well-lit area. This role routinely uses standard office equipment such as computers, phone, printers, photocopiers, filing cabinets, and fax machines. This position may encounter overnight traveling.

EMPLOYEE ACKNOWLEDGEMENT

My signature below acknowledges that I have received, read and understand this job description, and that I am expected to consistently demonstrate the essential job duties and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the essential functions of my job, in accordance with the performance standards and expectations set forth by the company.

Employee Name (Printed)

Date

Employee Signature