



CURRENT OPENING

Operations Management Trainee

Location: Adelanto, California

Posting Date: 08/06/20

Reports to: Operations Manager

FLSA Status: Exempt

Close Date: Open until filled*

Looking for a job with stable hours, great benefits, and long-term security? Join our fantastic team!

We offer a work environment that values safety and team input, and provides opportunities to gain skills and grow your career.

ABOUT THE JOB

As part of Northwest Pipe Company's training and development program, the Management Trainee will receive hands on training in a variety of departments in the Water Transmission Engineered Systems group with the intention of developing a well-rounded background suited for potential promotion into positions in Project Management or Production. The mentoring and development period is expected to last one to two years. Promotion opportunities may not be located at the facility in which the Management Trainee was originally trained, and may require relocation.

ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- Develop broad understanding of Northwest Pipe Company processes across a number of departments as part of a Management Training program.
- Ensure safety of the personnel in assigned department and assists with regular safety meetings.
- Establish practices for, and participate in the hiring, training, rewarding, discipline and corrective action of the personnel in the assigned department.
- Ensure that products are produced to specification, in accordance with delivery requirements and cost estimates.
- Assist in the coordination of effort between assigned department and other departments within the organization to ensure timely completion of projects.
- Requisition materials and equipment as needed.
- Participate in problem identification and process and quality improvement efforts.

- Participate in special projects as needed.
- Assist with budgeting process, including being held accountable for variances.
- Assists with preparation of annual capital budget.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Able to communicate with co-workers at all levels within organization.
- Able to read and comprehend simple instructions, short correspondence, and memos.
- Able to write professional correspondence.
- Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Able to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Able to operate calculator and be proficient in the use of tape measures.
- Able to understand and recommend changes to Manufacturing processes.
- Able to create and manage spreadsheets.
- Lean manufacturing knowledge.
- Quality Improvement knowledge.
- Able to create budgets.
- Must be proficient in the use of computers and basic software programs, including excel spreadsheets.

Full list of anticipated physical demands for this position and detail on our work environment is available on our application portal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

Sound like the job for you? [Click here](#) to apply online.

Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.

Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.

Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.