



**CURRENT OPENING
ADELANTO, CA**

Posting Date:	August 6, 2020	Close Date:	Open until filled*
Job Title:	Operations Management Trainee	FLSA:	Exempt
Reports to:	Operations Manager	Job Location:	Adelanto

Looking for an opportunity with career growth? Motivated to cross-train? Want to work for a highly respected team? Then we want to hear from YOU!

Northwest Pipe Company, a North American leader in the manufacturing of welded steel pipe, is looking for dynamic, energetic and career-minded people who can make a difference and will immediately contribute towards taking our company to the next level. **We are currently seeking an Operations Management Trainee to support our growing operations at our Adelanto, CA facility.**

JOB SUMMARY:

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.

PRIMARY 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.

ADDITIONAL RESPONSIBILITIES:

- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:



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.

- 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.

EDUCATION / EXPERIENCE

- Associates Degree, Bachelor's Degree or equivalent military experience preferred; or High School Degree and equivalent years of experience in the manufacturing industry.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; use hands to touch; reach with hands and arms; and talk or hear.
- The employee frequently is required to sit.
- The employee frequently is required to walk and stoop, kneel, crouch, or crawl.
- The employee is occasionally required to sit, climb or balance, and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The noise level in the work environment is usually moderate.
- Project timelines and work volume / deadlines may often require working outside of standard hours, weekend or evening work, and travel to complete essential duties of this job.
- Regular, reliable and predictable attendance is necessary in order to perform the essential functions of this position.



The work environment characteristics described here are representative of those an employee could encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee could be exposed to moving mechanical parts.
- The employee could be exposed to outside weather conditions.
- The employee could be exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals.
- The noise level in the work environment is loud at times, depending on location.
- Personal Protective Equipment is required when in the Plant, Yard or Construction areas.

HOW TO APPLY: If you are interested in and qualified for this position, please click on the link below:

<https://prd01-hcm01.prd.mykronos.com/ta/6079263.careers?ApplyToJob=1812226440>

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.