

Job Requisition Number: 109038

Job Title: Supervisor

Grade(s): G

Work Location: Area 23 - Mercury - Base Camp

RESPONSIBILITIES

Responsible for the day to day planning, organization and supervision of the Welding, Inspection and Testing (WIT) organization's activities. The WIT Supervisor provides various quality control (QC) services to line organizations including QC inspection, nondestructive examination (NDE) testing, pressure vessel, leak and material testing cable fabrication support, and QC engineering functions. In addition, this job includes management, maintenance, and coordination of the qualifications and certifications of QC inspection and welding personnel. Administer training and qualification of QC inspection personnel in disciplines of welding, NDE, civil, structural, mechanical, electrical, piping systems, pressure safety, material, instrumentation, special processes, and quality programs in accordance with industry practices, national codes and standards, National Security Technologies, LLC (NSTec) quality program requirements, and customer requirements. Monitor and assist in development of comprehensive QC programs for projects, facilities and operations. Review project, facility and operations documentation for compliance with applicable regulations orders, codes, specifications. Conduct team meetings with project teams. Participate in project and design review meetings and supplier sources inspections or assessments to establish QC requirements and identify resource needs. Conduct field observations of QC activities. Perform QC inspections. Initiate and validate nonconformance reports for identified nonconforming conditions. Interface with line organization personnel (engineering, constructions, facility and operations, work control, maintenance, etc.).

Perform other job duties as assigned by Department Manager including: Providing administrative and technical direction over the work of non-bargaining and bargaining subordinate professional and technical employees with accountability to higher levels of management for the quantity and quality of the work done and for assuring efficient and economical work operations. Responsible for performing a range of duties, which include the following: Assign, direct, and review the work of subordinate employees. Plan and carry out the training and development of employees. Evaluate performance of subordinates. Give advice, counsel, or instruction to individual employees on both work and administrative matters. Interview candidates for positions in his/her organizational unit. Recommend selections, promotions, status changes, awards, disciplinary actions, and separations. Hear and resolve complaints from employees. Referring group grievances and the more serious complaints not resolved to higher-level management. Effect disciplinary measures such as warnings and reprimands. Recommend action in more serious cases. Identify developmental and training needs of employees. Provide or make provision for such development and training. Collaborate with heads of other organizational units to negotiate, decide on, and/or coordinate work-related changes affecting other units. Advise officials with broader and higher responsibilities on problems involving the relationship of the work of the organizational unit supervised to broader programs, and the impact on such programs. Plan, schedule, and coordinate work operations. Changing work situations may require frequent and substantial reprogramming, rescheduling, and/or reassignment of work. Solve problems related to the work supervised. Determine material, equipment, and facilities needed. Explain and gain the support of employees for management

policies and goals (for example, cost reduction and safety). Work to achieve the objectives of company personnel programs and policies (e.g., equal employment opportunity and labor management relations). Establish program and production goals, priorities, and major work schedules. Develop cost and budget analyses and forecasts. Determine long-range work force requirements.

Demonstrate Environment, Safety, Health, and Quality (ESH&Q) leadership and consistently enforce ESH&Q policies and procedures. Implement applicable safety requirements; emphasize the safety of each employee, and the protection of equipment and property in area of responsibility. Take immediate action to correct reported or observed unacceptable safety and health conditions and/or behaviors. Assure that appropriate procedures, training, equipment, warnings, and tools are provided to employees to permit work to be performed safely. Promote and actively participate in the National Security Technologies, LLC (NSTec) safety concept. Support and encourage employee participation in NSTec safety initiatives.

QUALIFICATIONS

Bachelor's degree in an engineering discipline, or equivalent training and experience, plus a minimum of 10 years' related professional experience in the design, fabrication, or inspection of industrial pressure piping systems, quality control testing and inspection of construction piping and structural components and activities. Work experience to include at least 5 years' experience in the development of inspection implementation procedures, welding/NDE procedure qualifications, welding specifications, and key critical inspection attributes. Experience in a Nuclear Regulatory Commission (NRC) or Department of Energy (DOE) nuclear regulated environment, as defined by the applicable DOE Order 414.1D, "Quality Assurance" or American National Standards Institute (ANSI)/NQA-1, "Quality Assurance Requirement for Nuclear Facilities," is highly desirable. Knowledge of construction engineering relating to welding, NDE, civil, structural, mechanical, electrical, piping systems, material, instrumentation, and special processes activities. Experience suitable for ANSI/NQA-1, Level II certification. Current certifications or ability to certify in multidiscipline QC processes to ensure field activities conform to specifications, codes and standards. Extensive knowledge of American Welding Society codes and standards. Must possess effective leadership and interpersonal skills, communication skills, planning and organization skills. Experience in supervising a staff of technical personnel.

Must possess a valid driver's license. Ability to obtain a DOE "Q" clearance. Applicant selected will be subjected to a Federal background investigation and must meet eligibility requirements for access to classified material.

Interested candidates should apply by forwarding their resume, with identifying requisition number(s), using regular mail, fax or email, to National Security Technologies, LLC, Attn: Human Resources, P. O. Box 98521, Las Vegas, NV 89193-8521; Fax (702) 295-2448; or email to ntsresumes@nv.doe.gov. You should only use one method to apply. National Security Technologies, LLC, is a U.S. Government contractor and is audited for Equal Employment Opportunity compliance. If you elect to assist us in the collection of this data, please visit our website at www.nstec.com and click on Employment, then Employment Forms, and select the following forms: Self-Identification Form and Voluntary Self-Identification Regarding Disabilities Form. Complete and print the forms, sign and forward to National Security Technologies, LLC, Attn: Employment NLV014, P.O. Box 98521, Las Vegas, NV 89193-8521 or fax to 702-295-2448.

The completion of these forms is voluntary and is not required for consideration and will in no way affect our employment decision. U.S. Citizenship and a Pre-Placement physical, which includes a drug screen, are required.