

**JOB TITLE:** Supervisor of Operations

For nearly 50 years, Aqua-Aerobic Systems has provided thousands of customers with adaptive treatment solutions in biological processes and filtration for both water and wastewater applications. Our knowledge and expertise in applied engineering and manufacturing allows us to provide highly efficient and cost effective technologies that require less energy, less maintenance and provide a low cost of ownership over the life of the plant.

As a leader in the water and wastewater treatment industry, we are growing and have a number of exciting positions available right now, including a **Supervisor of Operations**, located in Loves Park, IL.

**JOB SUMMARY**

Reporting to the Vice President of Operations, the Supervisor of Operations will be responsible for supervising and coordinating activities of shop production, logistics, shipping, receiving, and sheet metal personnel. In addition, the Supervisor of Operations will route all outgoing shipments and obtain freight quotes and negotiate freight rates.

Aqua is seeking dedicated, hardworking individuals who assume full ownership of their tasks and deliverables. Our organization values commitment to excellence, customer service, strong work ethic, and willingness to support team members as required for the overall success of the business.

**JOB RESPONSIBILITIES**

1. Supervise/schedule shop production, shipping, receiving, and logistics personnel.
2. Create, prepare, and distribute shipping documents (domestic/international).
3. Obtain freight quotes and negotiate freight rates.
4. Order trailers/containers and coordinate loading.
5. Distribute prop routers.
6. Negotiate & order shipping supplies.
7. Oversee all office and shop maintenance and repairs.
8. Schedule R&D projects.
9. Open and Close factory.
10. Schedule housekeeping and demos for seminars.
11. Lead shop safety program including maintaining MSDS books.

**MINIMUM REQUIREMENTS**

1. Associates Degree in Technical or related field and a minimum of 2 years of related training and experience or any equivalent combination of training and experience.
2. Must be computer literate and be knowledgeable MS Office software. Clear written and verbal communications. Must be able to read mechanical and electrical drawings.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements and expectations that may be performed in the job.

EOE/Minorities/Females/Veterans/Disabled. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.