

JOB DESCRIPTION

POSITION: Director of Operations at Avtron Aerospace

AUTHORIZED BY: Shilpa Patel

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PRIMARY FUNCTION:

Manages all aspects of the satellite office of Avtron Aerospace in Cleveland, OH. Reports directly to the Chief Operating Officer at Testek Inc. in Wixom, MI
Direct Reports – approximately 8
Broad Control – approximately 30

Avtron Aerospace is a privately owned company with a family environment. Avtron and Testek have recently merged together under the umbrella of AeroTest, an Odyssey portfolio company. AeroTest headquarters will be located in Wixom, MI which is the current location of Testek. The Avtron facility in Independence, OH will operate as a satellite office. The primary focus of the satellite office will be design engineering of new products and to provide technical support for existing products in the field. A limited amount of manufacturing will also take place at the satellite facility but the primary site for manufacturing will be the Wixom, MI site.

The successful candidate must be thoughtful, technically proficient, and possess the ability to work under limited supervision. While the successful candidate will be expected to delegate responsibilities and grow talent, they will also be looked at as the single point of contact for all activities at the Ohio location. Flexibility and the ability to adjust course as needed with limited distraction will be important. The successful candidate will be expected to work closely with the leadership team in Wixom, MI to develop overall business strategies and then assure that the Avtron site is prepared to execute on those strategies.

Responsibilities:

- Oversee department heads and day-to-day activities
- Ensure that the Cleveland site's everyday activities run smoothly
- Monitor existing processes and analyze effectiveness
- Create strategies to improve productivity and efficiency.

- Provides direction and leadership to all departments at Avtron Aerospace
- Create an environment where communication between the Avtron and Testek businesses is open, honest, and trusted
- Leads the application of standard lean methodologies
- Makes certain that activities are in compliance with corporate policies and procedures.
- Responsible for the development of site-specific fiscal plans and budgets including reviews of dept heads.
- Primary point of contact for Executives at Testek Inc.
- Leads all integration planning between Avtron and Testek
- Accomplishes engineering workload planning by assigning and scheduling employees. Will communicate job expectations and monitor performance
- Create a positive work environment at Avtron
- Sign and approve all invoices over \$1,000 non-direct job related
- Travel required as needed to Wixom, MI (180 miles) approximately 1-2 times a month. Other travel may be required on occasion.

Education/Experience:

- Minimum ten years' experience in managing multiple functional areas in an engineering or manufacturing environment, with strong leadership and communication skills.
- BS degree in a technical field preferred
- Experience in successfully integrating different work cultures a plus
- Proficient in Microsoft Office, Outlook, Word, Excel and PowerPoint

Other:

- Ability to demonstrate strong leadership and development skills a must
- Situational awareness training or similar a plus
- Excellent communication (verbal and written) and interpersonal skills with all organizational levels
- Must be able to multi-task and prioritize assignments quickly
- Must be flexible and work well with others in a fast-paced team environment
- Must be detail-oriented

The above details describe the principle duties of an employee in this position, but are not to be construed as setting forth all the specific duties inherent in this job. Any employee is expected to perform other related duties when requested by their supervisor.

An employee is expected to observe and follow at all times the stated policies and operating procedures of the Company and to observe and follow all rules and practices of safety.

EOE – Equal Opportunity Employer. People of color, women, veterans and individuals with disabilities are encouraged to apply. (Compliant with the new VEVRAA and Section 503 rules)