Our growing company is searching for experienced candidates for the position of technical supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

**Responsibilities for technical supervisor**

- Facilitating inspections of materials and developing calibration plans.
- Being instrumental in supporting various departments with writing specifications, performing and supervising continuous improvement initiatives, quality audits, and other duties as assigned.
- Collecting and compiling management data and reports as required by administration or as necessary for effective operations management and project billing.
- Reviewing billing invoices.
- Directing and performing professional production operations to acquire all necessary media elements for program completion using appropriate studio and field production methods.
- Providing leadership in the introduction of new technologies to various university constituencies and University Support Services in support of the university mission.
- Supervising the daily activities and production of the Documentation department, including ensuring that policies and procedures are properly interpreted and applied within the department.
- Participating in all phases of the employment process, including interviewing, hiring, firing, and pursuing disciplinary actions.
- Writing and administering performance appraisals, including communicating constructive feedback, setting goals, and making recommendations for salary increases and bonuses.
- Assigning documentation projects to staff.
• Resolves situations where issues, such as errors in judgment or project delays, could result in loss of productivity and unmet goals

**Qualifications for technical supervisor**

• Ability to operate motorized vehicles, computers, telephones, fax machines, and cell phones, lab equipment
• Must possess comprehensive knowledge of, and be able to effectively and efficiently troubleshoot problems with, video, high speed data, voice services including Signature Home and Intelligent home services provided by Charter
• Must meet and maintain compliance with Charter's Safe Weight policy
• Minimum 3 years technical experience within Hydraulics
• Minimum Diploma in Engineering • Preferred Degree in Engineering • Proficiency in English & Chinese to liaise with Chinese speaking customers • Minimum 3 - 4 years of relevant experience, with at least 1 year in a supervisory
• Graduate of an approved two (2) year ultrasound technologist program AND certification with American Registry of Diagnostic Medical Sonography (ARDMS) or Cardiovascular Credentialing International (CCI), required