



## FELLING TRAILERS, INC.

### POSITION DESCRIPTION

**Job Title:** Information Technology Director

**Pay Level:** I

**Exemption Status:** Exempt

**Department:** IT

**Authorization:** \_\_\_\_\_

**Date:** June 1, 2018

### JOB SPECIFICATIONS

#### FACTOR

Education:  
Related Experience:  
Supervision Given:  
Supervision Received:

#### LEVEL

Bachelor's Degree  
5 years  
None  
Chief Financial Officer

### Job Summary:

The Information Technology Director is responsible for the development, maintenance, management and security of the company's computer technology and information systems.

### Essential Managerial Job Duties:

1. Understands, endorses and supports the mission and values **Felling Trailers, Inc.**
2. Understands, endorses, supports and teaches the policies and procedures of the company.
3. Develops, gains approval of and implements goals, objectives and budgets for his/her area of responsibility.
4. Provides meaningful input in regards to the policies, operations and direction of **Felling Trailers, Inc.**
5. Demonstrates leadership by presenting a positive example, establishing high standards, holding people accountable, and maintaining the highest standards of honesty and integrity.

## **Essential Job Duties:**

6. Conducts special studies and analyses in his/her area of responsibility as directed.
7. Contributes information for the executive team's strategic planning process as needed.
8. Communicates the company's IT vision.
9. Participates in the development of initiatives by providing input on technology and information processing requirements.
10. Receives projects and related information and prioritizes projects.
11. Interacts with users as needed to answer questions, clarify the project outputs and gain approvals.
12. Initiates projects, works across teams and monitors projects to assure successful completion.
13. Creates and generates reports on project information, project status, project summary, etc.
14. Monitors departmental activity, costs and efficiencies and takes action for improvement.
15. Troubleshoots and corrects problems with project outcomes.
16. Assures the security and backup of all electronic data.
17. Coordinates the use and operation of all internal information systems e.g. SysPro, SalesForce, telephone system, security system, Solid Works, etc.
18. Serves as liaison with all outside software and hardware vendors.
19. Stays abreast of innovations and new information technology developments, analyzing them and recommending those that would support the company's strategic direction.
20. Maintains and enhances all hardware and software systems.
21. Manages and directs all external service operations assuring timely and exceptional service.
22. Provides technical consulting and user problem resolution.
23. Measures and increases user satisfaction through quality management process.
24. Evaluates hardware and software for purchase/implementation.
25. Participates in the quality assurance process.
26. Ensures accurate and efficient operation of the SysPro System.

**Essential Job Duties (Continued):**

27. Works to provide the highest level of system accessibility as is economically feasible.
28. Manages local data center environment.
29. Provides application support to internal and external users.
30. Develops policies regarding data security, system usage, mobile device access and Internet accessibility.

**Essential Universal Job Duties:**

31. Improves self in any way possible to enhance job performance.
32. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.
33. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
34. Functions as a team member by assisting, supporting and encouraging other employees in any way possible.

**Non-Essential Job Duties:**

35. Performs related work as required.

**Physical Demands:** 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.

Descriptive factors are defined and abbreviated as follows:

- N/A – Not applicable
- O – Performed occasionally 20 –50%
- EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.
- S – Seldom performed 1-20%
- R – Performed regularly 50 – 100%

Physical Demands	N/A	S	O	R	EF	Working Conditions	N/A	S	O	R	EF
Standing		X				Extreme Heat 80 > degrees	X				
Sitting				X	X	Temperature Changes	X				
Lifting 0 – 30 lbs.		X				Noise > 80 decibels	X				
Lifting 30 – 50 lbs.	X					Vibration	X				
Lifting 50+ lbs.	X					Heights	X				
Carrying 0-30 lbs.		X				Work Outdoors	X				
Carrying 30-50 lbs.	X					Work with People				X	X
Carrying 50+ lbs.	X					Work around People				X	X
Pushing		X				Work alone			X		X
Pulling		X				<b>Substance Exposure</b>	<b>N/A</b>	<b>S</b>	<b>O</b>	<b>R</b>	<b>EF</b>
Grips/Grasps		X				Acids, Corrosives	X				
Finger Movement				X	X	Epoxies	X				
Reaching/Stretching		X				Dust	X				
Walking		X				Fumes	X				
Climbing	X					Mists	X				
Running	X					Gases	X				
Jumping	X					Chemicals	X				
Rapid Work Speed			X		X	Body Fluids	X				
Bending		X				<b>Equipment</b>	<b>N/A</b>	<b>S</b>	<b>O</b>	<b>R</b>	<b>EF</b>
Speaking Clearly				X	X	Motor Vehicles			X		X
Hearing Conversation				X	X	Hand Tools	X				
Hearing High Acuity	X					Machinery	X				
Seeing – Near				X	X	Machine Tools	X				
Seeing - Far			X		X	Lifts	X				
Depth Perception			X			AV Equipment			X		
Color Perception		X				Personal Computer				X	X
Typing/keyboarding				X	X	Office Machines		X			X
Writing				X	X	<b>Protective Clothing</b>	<b>N/A</b>	<b>S</b>	<b>O</b>	<b>R</b>	<b>EF</b>
Filing		X			X	Facial Covering	X				
						Latex/Vinyl Gloves	X				
						Safety Glasses			X		