



IT/Projects Manager

Lucas Industries, a PCM INNOVATION COMPANY, is a growing manufacturer that specializes in precision aerospace tooling and parts. We are currently seeking a motivated and reliable individual to oversee all building maintenance, light machine maintenance, gage calibration and some IT services. This is a high level position requiring strong knowledge of IT, electrical and mechanical trouble shooting skills. Lucas Industries offers an excellent benefit package including paid time off, holiday pay, health and disability insurance and a 401K retirement plan.

Building, Equipment, Calibration Responsibilities (to include, but not limited to):

- Overseeing all indoor/outdoor building maintenance
- Assist with operation and maintenance of the heating/boiler system
- Arrange for contractor support as required for the building, equipment and calibration
- Repair or replacement of shop equipment (electrical and mechanical)
- Maintain records and documentation
- Maintaining cleanliness and functionality of all areas of the shop
- Maintain inventory of all maintenance supplies
- Weekly and monthly scheduled maintenance checklist
- Perform Periodic calibrations of company and employee-owned devices
- Repair and/or replacement of measuring equipment
- Maintain temperature & humidity loggers, particle counts

IT Responsibilities (to include, but not limited to):

- Troubleshooting users network problems on a day-to-day basis
- Liaison with IT Service providers and ERP support provider
- Maintain and update all program software licenses as needed
- Maintain compliance with the National Institute of Standards and Technology (NIST) SP 800-171

Qualifications:

- Experienced with configuring and troubleshooting networking gear (routers, mobile devices)
- Must have a solid understanding of computer network organization, network security and the skills required to set up a PC from scratch, loading and updating operating systems
- The ability to learn and utilize various software programs including Microsoft Office, CAD/CAM
- Ability to interpret mechanical and electrical drawings and specifications
- Ability to clearly communicate technical needs to service providers



The Registrar Company
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