

## **Job description**

**Job Title:** Shop Floor Supervisor

**Reports To:** Plant Manager

**FLSA Status:** Non-Exempt

### **Summary:**

This position is a supervisory role in a Metal Fabrication Job Shop. The primary goal for this position is to oversee the day-to-day operations of the production floor, focusing on safety, high level of quality, and meeting production demands, all while displaying, and encouraging, a positive morale.

### **Duties:**

- Reviews and stays cognizant of the production schedule in order to prepare and produce programs in a timely manner to prevent delays.
- Inform management and sales team of any orders unable to meet deadlines.
- Review part requirements and verify material is in stock.
- Communicate and support leads with all aspects of manufacturing.
- Proactively address safety, bottlenecks and production needs.
- Assist in setup of jobs on applicable machinery when needed.
- Ensures minimum costs and low scrap rates.
- Assists in the implementation of lean manufacturing and six sigma methodologies.
- Performs related tasks, including the operation of machinery, as required.

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to design work flows and procedures.

Design - Generates creative solutions and demonstrates attention to detail.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others; Meets productivity standards; Strives to increase productivity; Works quickly.

Ethics - Treats people with respect and shows sensitivity for cultural differences; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Promotes a harassment-free environment.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Follows through on commitments; Follows policies and procedures; Completes work and administrative tasks correctly and on time; Balances team and individual responsibilities.

Quality - Demonstrates accuracy and thoroughness; Monitors own work and looks for ways to improve and promote quality; Applies feedback to improve performance; Demonstrates accuracy and thoroughness.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: 2 or more years of experience in metal fabrication job shop setting. Experience preferred includes some, or all, of the following: Saws (CNC and Manual), Lasers, Press Brakes (CNC and Manual), Welding, Robotic Welder, Water Jet, Turret Press, Mills, Lathes, etc.

Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Math Ability: Ability to calculate and verify measurements. Must be able to interpret drawing requirements.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: E2 software experience a plus, but not required.

### **Supervisory Responsibilities:**

Will provide direction and work to a staff 20+ individuals

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to work near moving mechanical parts.

The noise level in the work environment is usually very loud.

### **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.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include Close vision.

While performing the duties of this job, the employee is frequently required to stand and sit.

The employee is frequently required to walk, stand, reach with hands and arms and stoop, kneel, crouch, or crawl.