

## Job Title: **METAL FABRICATION SUPERVISOR**

**Reports to:** Metal Manager

**Indirectly Reports to:** Project Managers

**Direct Reports:** 5-10 metal fabrication employees

**Indirect Reports:** none

**Classification:** Salary/exempt

**Summary/Objective:** The Metal Fabrication Foreman is accountable for the leadership, coordination, day-to-day performance and long-term efficiency of our metal fabrication activities and employees.

### **Main Responsibilities:**

- Implement, oversee and direct the daily activities in the metal shop to ensure projects are completed safely, on time and to quality standards
- Ensure and constantly improve the safety, morale, quality and profitability of our operations through the ongoing implementation of effective methods and strategies
- Plan and execute the metal work schedule in conjunction with project management to meet project goals
- Provide hands on assistance with fabrication and assembly of multiple architectural millwork configurations
- Plan the sequence of tasks to fabricate, assemble and fit metal sections together to form complete assemblies or sub assemblies
- Create, monitor and maintain a well kept, organized and safe work environment while promoting and enforcing adherence to safety guidelines, policies, programs, laws, regulations and protocols
- Lead, coach, develop and inspire metal shop employees to continually improve employee performance while monitoring and promoting employee morale
- Regularly inspect the work performed to monitor adherence to the quality control program
- Develop detailed cost, resource and risk analysis along with resource alternative proposals and recommendations related to specific metal fabrication projects to create an accurate assessment of the project cost using project documentation and client requests
- Ensure efficient collaboration and coordination between departments for design and estimate feedback as well as for job completion
- Organize metal shop resources to meet strict deadlines while being responsive to changing demands and priorities
- Identify performance issues and hold employees accountable to actions needed to improve or correct performance, ensuring accuracy and documentation
- Build flow consistent with continuous improvement principles to drive productivity and efficiency

- Work with other members of the leadership team to develop goals, processes and action plans that lead to company growth
- Recommend training and continuous improvement options while promoting cross training
- Provide technical instruction as required
- Responsible for monitoring the maintenance and productivity of metal shop equipment and processes
- Provide hands-on assistance with fabrication and assembly of architectural metal configurations as required
- Monitor and review attendance and time off for metal shop employees
- Create, establish, and maintain procedures for the metal shop
- Communicate and uphold company policies and procedures
- Participate in the recruiting process for metal shop positions as requested
- Maintain a high level of confidentiality at all times

**Competencies:**

- Highly motivated, participative leader with a proactive approach
- Effective in positively influencing others on an individual and group basis for an improved working environment
- Strong focus on operational excellence through leadership and coaching
- Proven interpersonal, written and oral communication skills to effectively interact with people at all levels of the organization
- Excellent time-management and multi-tasking skills with an ability to work under resource constraints in a fast-paced environment
- Organized with attention to detail
- Strong collaboration and coordination abilities to pull groups together to achieve success
- Able to quickly resolve issues in the shop
- Mechanical inclination
- Enthusiasm and willingness to learn
- Fluidity to work with projects based on the imperial system of measurement

**Requirements** (education/certifications/licences/passport/clean drivers abstract):

- 5 years supervisory experience in a manufacturing environment
- 3 years hands-on experience in an architectural metal fabrication environment
- Experience with using multiple machines (shear, bend, grinders, cranes, etc.)
- Experience with scheduling workloads, ensuring quality control and enforcing safety standards
- Ability to accurately read and interpret architectural plans, drawings and specifications
- Excellent welding abilities and working knowledge of metal fabrication machines
- Efficient with all Microsoft applications
- Experience with Microvellum software would be considered an asset
- Technical training in welding would be considered an asset

**Working Conditions:** Metal fabrication area in a millwork facility; office environment

**Travel Requirements:** Travel is typically not associated with this position

**Disclaimer:** The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

**Review Date:** March 10, 2021