

Job Title: STONE FABRICATION SUPERVISOR

Reports to: President

Indirectly Reports to: Project Managers

Direct Reports: 5-10 stone fabrication employees

Indirect Reports: none

Classification: Salary/exempt

Summary/Objective: The Stone Fabrication Supervisor is accountable for the leadership, coordination, day-to-day performance and long-term efficiency of our stone fabrication activities and employees.

Main Responsibilities:

- Implement, oversee and direct the daily activities in the stone fabrication 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 stone work schedule in conjunction with project management to meet project goals
- Plan the sequence of tasks to fabricate, assemble and fit stone 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 stone fabrication 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 stone 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 stone fabrication 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 stone fabrication shop equipment and processes
- Provide hands-on assistance with fabrication and assembly of stone pieces as required
- Monitor and review attendance and time off for stone fabrication shop employees
- Create, establish, and maintain procedures for the stone fabrication shop
- Communicate and uphold company policies and procedures
- Participate in the recruiting process for stone fabrication 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 a stone fabrication environment
- Experience with scheduling workloads, ensuring quality control and enforcing safety standards
- Ability to accurately read and interpret architectural plans, drawings and specifications
- Excellent stone fabrication abilities and working knowledge of stone fabrication machines
- Efficient with all Microsoft applications
- Experience with Microvellum software would be considered an asset
- Technical training/courses in stone fabrication would be considered an asset

Working Conditions: Stone 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: September 17, 2024