



**JOB DESCRIPTION: FABRICATION SHOP SUPERVISOR**

**REPORTING TO: OPERATIONS MANAGER**

**POSITION SUMMARY:**

Reporting to the Operations Manager, the incumbent is responsible for supervising and coordinating the activities of employees working in the paint line and fabrication shop to ensure that these tasks are performed to standard and are appropriately accounted for in terms of safety, quality, time and efficiency to meet customer requirements.

**Primary Responsibilities:**

- Mentor, coach, counsel, train and lead all assigned personnel to foster a safe, organized, productive, team-oriented work environment.
- Cross train and update personnel to provide back-up coverage on all operations as needed.
- Assign available personnel to work stations as appropriate, maintain the integrity of the process, and assure adherence to established SOP's (standard operating procedures).
- Observe and evaluate the effectiveness and efficiencies of the production operations, recommend SOP process and/or equipment improvements and coordinate the implementation of the approved changes.
- Prepare daily production reports for the Operations Management Team.
- Establish methods to meet work schedules and co-ordinate work activities with other areas.
- Conduct audits on a predetermined schedule.
- Other duties as required.

**Required Qualifications and Experience:**

- High school Diploma
- A minimum of 5 years' hands-on experience in manufacturing, preferably in a fabrication environment.
- At least 3 years of experience in a supervisory capacity.
- WHMIS, Crane, First-Aid, Lift-Truck and Due Diligence training
- Flexible, service-oriented and hands-on management professional who can successfully direct, motivate and train staff.
- Strong interpersonal, communication (both written and verbal) and organization skills.
- Ability to make critical decisions to accomplish production goals.
- A Can-do attitude.