



For more than 45 years, CGL Manufacturing has been a supplier of choice for OEM customers in the Material Handling, Rail, Construction, Forestry, Agriculture, Mining and Defense industries. With operations in both Canada and China, our focus is safety, quality, delivery, cost and the environment. Our mission of good parts on time along with strong customer relationships and company performance will continue our history of growth.

YOU HAVE OPTIONS, WHY CHOOSE CGL:

- Competitive wages with incentive plan
- A challenging high mix, low volume non-automotive production environment
- Steady, full-time non-seasonal work in a growing company
- Inclusive and open to everyone
- Comprehensive benefits package – dental care, vision care, extended health care
- Fully funded RSP (no matching required), funded LTD program
- Annual scholarships for team member or their children enrolled in college, university or trade school

*****SIGNING BONUS FOR DIRECT HIRES: \$200 UPON HIRE AND \$300 BONUS UPON SUCCESSFUL COMPLETION OF PROBATION PERIOD*****

JOB DESCRIPTION: Production Supervisor

REPORTING TO: Director of Operations

POSITION SUMMARY: Reporting to the Director of Operations, as a contributing member of the Organizational Development Group (ODG), the incumbent is responsible to supervise and co-ordinate the activities of employees who are responsible for the production of machined products. In this role, the incumbent's mandate will be focused on safety, meeting productivity objectives, maintaining harmonious labour relations and demonstrating leadership by implementing continuous improvement processes.

PRIMARY RESPONSIBILITIES:

- Mentor, coach, counsel, train and lead all assigned shift personnel to foster a safe, organized, productive, team-oriented work environment.
- Evaluate, recommend, decide and implement corrective actions as necessary to maintain or reestablish the manufacturing process.
- Arrange cross training and update shift personnel to provide backup coverage on all operations as needed.
- Assign available personnel to work stations as appropriate, maintain the integrity of the process, and assume adherence to established policies and procedures.
- Observe and evaluate the effectiveness and efficiencies of the manufacturing/production operations, recommend process and/or equipment improvements and coordinate the implementation of the approved changes.
- Properly document significant occurrences and changes in the appropriate supervisor's log, then summarize and communicate those occurrences verbally to the oncoming supervisors.
- Prepare daily production reports as required for the Director of Operations Machine Shop.

- Establish methods to meet production schedules and co-ordinate work activities with other areas.
- The incumbent will manage and develop staff within their department.
- Listen, respond and follow-up to the needs and requests of employees in your department.
- Direct Lead Hand duties and responsibilities.
- Ensure all tracking and production boards are completed on time with comments as required by shift personnel.
- Co-ordinate and follow up on 5S activities, plant cleanliness and organization for all assigned shift personnel.
- Other duties as required.

DESIRED EXPERIENCE/ QUALIFICATIONS:

- High school Diploma or Community College Graduate with a General Machinist License.
- A minimum of 5 years post-apprenticeship manufacturing experience, or
- 5 years hands-on machinist/toolmaker in a CNC machining environment.
- 5 years of experience in a supervisory capacity.

OTHER PREFERRED SKILLS:

- Flexible, service-oriented and hands-on management professional who can successfully direct, motivate and train staff.
- Strong interpersonal, communication, coaching, mentoring, and organizational skills.
- Ability to make critical decisions to accomplish production goals.
- Ability to work in a fast-paced environment, juggling multiple tasks and projects.