JOB DESCRIPTION

**Job Purpose**

The Shop Foreperson is responsible for planning and organizing materials, equipment and employees in order to execute scheduled tasks within the shop and as directed by the General Manager. Providing leadership and guidance, this position oversees the daily operations of the shop and the daily activities of the Welder, Ironworker and General Labourer.

Additionally, this position is responsible for supervising, training and developing shop employees, providing feedback to management, developing work optimization strategies and maintaining productivity and efficiency while ensuring a healthy and safe working environment.

**Duties and Responsibilities**

Specific responsibilities include, but are not limited to:

* Enforce safety rules, regulations and protocols and ensure tools, equipment and machinery are properly operated and maintained.
* Serve as the liaison between management and shop employees.
* Implement management decisions re staff, production, operational efficiency, etc.
* Coordinate and supervise shop activities to maintain consistent flow of parts for assembly. (May designate supervisory tasks in consultation with management.)
* Inspect work in progress and finished product for adherence to specifications, quality, and trade standards (CWB).
* Develop quotas on production runs.
* Monitor inventory levels and submit steel and gas requirements to the office.
* Perform administrative tasks such as updating and submitting completed orders, stock receipts, and staff schedules.
* Ensure the gates and the shop are closed securely at the end of each day.
* Oversee work to anticipate, detect, and address factors that impede operations.
* Participate in R&D discussions to introduce new and/or improve our products.
* Support the goals and objectives of Management and The Board of Directors.
* Perform other duties as assigned.

**Skills and Competencies**

* Leadership and mentorship - professional and respectful.
* Accountability and dependability.
* Comfortable making decisions.
* Mechanical and technological aptitude.
* Job task planning and organizing
* Numeracy and accuracy.
* Strong oral and written communication.
* Strong troubleshooting and problem solving skills.
* Desire for continuous learning.
* Analytical, strategic thinker.
* Ability to maintain confidentiality of pertinent data.
* Able to lift up to 25 Kg.
* Excellent physical endurance and strength.
* Mindset for safety management, quality control and customer service.
* Versatile and flexible for dynamic priorities and team effort.
* Strong computer literacy and quick learner.
* Works with minimal supervision.

**Qualifications**

* Completion of vocational or technical diploma and/or equivalent combination of education and experience is required.
* Minimum of (X) year experience working in heavy equipment mechanics.
* Minimum of (X) year of experience in a supervisory role.
* Knowledge of computer systems including MS Windows/Office and Internet Explorer.
* Valid G Driver’s License.
* Experience using a wide range of power and manual tools.
* Experience reading technical documents and drawings.
* Knowledge of Health and Safety legislation.
* Lean/Continuous Improvement knowledge is an asset.

**Working Conditions**

* Standard workweek is [insert #] hours.
* Standard hours per workday are [insert core hours]. Overtime and hours worked outside of the standard work schedule may be required.
* Standard work schedule is [insert schedule such as rotating day and afternoon shift (2 week rotation) or a straight midnight shift, etc.].
* Located on the shop floor and exposed to fumes, noise, heat, artificial lighting, equipment vibration and dust.
* High pressure due to work volume, numerous competing demands, time sensitive schedules, dynamic priorities, regular interruptions and an overall fast pace.
* Standing, sitting and walking throughout the day, sometimes for long periods.
* Stooping, bending, pushing and pulling on an occasional basis.

**Working Conditions Cont’d**

* Handling items up to 25 Kg.
* Using your hands and wrists in a repetitive manner.
* Exposure to computer screens, sometimes for long periods.
* Adherence to all health and safety procedures, policies and legislation at all times.
* Adherence to quality procedures, policies and standards at all times.
* Adherence to COVID-19 procedures and policies while in effect.