

Shop Supervisor

Provides technical expertise as to the fabrication and welding of projects on hand. Works in conjunction with the Production Manager to ensure timely completion of jobs. Works on Projects when time allows.

Key Duties:

1. In conjunction with the Production Manager:
 - a. Understand / know capabilities of individual employees in the shop and assign work accordingly.
 - b. Assist in the selection of staff.
 - c. Regularly perform periodic evaluations of employees and recommend and implement discipline as required.
2. Work on the shop floor with projects when time allows.
3. Work closely with shop employees on projects.
4. Ensure the quality of fabricated projects meets CWB standards and considers the customers' end use of the product.
5. Coordinate shipping and receiving of material, which would include supervision and advising the helper on best practises for loading and unloading materials.
6. Maintain the shop and yard in a clean and organized manner.
7. Review work orders on receipt, per-plan and co-ordinate material requirements.
8. Timekeeping – ensure prompt start / stop of work periods and breaks.
9. Review timesheets to ensure they are turned in by all employees and total hours and coding to work orders is correct.
10. Maintain shop supplies – Fill out weekly material and consumable requirements and inform purchaser as needed.
11. Minor repairs / maintenance of shop equipment.
12. Maintain purchase order file.

13. Receive materials and ensure compliance with purchase orders.
14. Maintain work order file.
15. Follow vacation requests and approval procedures. (Order of approval: David, Peter, Peter)
16. Lock up shop.
17. Employee orientation – comply with procedure for new employee orientation and sign-off.