

Supervisor of Operations – Forge

Job purpose

Reporting to the Assistant Manager of Operations, the Forge Supervisor is responsible for the supervision of assigned shift personnel and overseeing forging operations.

Duties and responsibilities

- Oversees and participates in the recruitment, hiring, and training of team members
- Conducts performance evaluations that are timely and constructive
- Responsible for maintaining scheduled production volume
- Responsible for maintaining product quality
- Strong problem-solving abilities
- Works closely with machine operators; checking work in progress and reviewing reports to ensure adherence to product/customer order quality and quantity specifications
- Investigates production delays, inadequate work performance, and take necessary corrective action
- Maintains minimum waste and scrap through effective machine setup and operation
- Provides technical and educational training for employees in support of the Job Enrichment process
- Maintains work environment in accordance with established guidelines for safety, 5S housekeeping, equipment maintenance, material storage.
- Determines manpower requirements of jobs. Ex: changes, overtime, down time, etc.
- Coordinates and cooperate with other departments such as Engineering, Maintenance, Quality and Production Control
- Ensures effective communication with each shift change (pass down meeting)
- Performs other duties as assigned
- Team building using coaching team member development
- Proactively addresses and corrects all unsafe behaviors and conditions.

Qualifications

Qualifications include:

- Ability to work 12 hour night shift 7:00pm – 7:20am
- High school diploma or equivalent
- 1 to 3 years of experience within manufacturing or forging facility
- Supervisor experience preferred but not required
- Ability to solve issues and improve efficiency/productivity
- Excellent time management skills, ability to prioritize and manage workload
- Excellent verbal and written communication skills
- Strong organizational skills

Working conditions

Requires working in open office with occasional visits to shop floor.

Physical requirements

See Physical Demands Requirements

Direct reports

Non-exempt Forge Operator(s), Saw Operator(s), Forklift Operator(s)