

# Shop Supervisor

Aluminum Curtainwall Systems Inc - Kamloops, BC

We have an exciting opportunity for an afternoon production supervisor. The successful candidate will have a background in construction and/or manufacturing supervision. This is an afternoon shift, so candidates must be willing to work from 3:00 pm to Midnight.

**Job Description:** The Production Shift Supervisor is responsible for the supervision of a 30 – 40 person crew. The supervisor must ensure the company's quality standards are met, while staying on the production schedule.

## Main Responsibilities

- Employee supervision:
- Ensure all employees are working safely, arriving on time, and maintaining a high quality of work in order to keep up with desired output schedules.
- Provide ongoing training and support to direct reports.
- Ensure employees are following company policies, and address issues as they arise.
- Delegate, oversee and assess work quality.
- Conduct weekly tool box meetings to communicate any company or shop policy or procedural changes.
- Follow company standards for disciplinary procedures.
- Communicate any employee issues with the plant manager and human resources.
- Material Management
- Ensure materials are available and follow the correct specification – submit required material list to S&R.
- Monitor Output
- Monitor and document completion of finished product.
- Production Collaboration
- Collaborate with other shift supervisors to determine scope of work, address issues, and improve processes.
- Safety
- Must be familiar and act in accordance with the "Occupational Health and Safety Program" manual, all emergency and first aid procedures, and any other applicable safety manuals, policies and procedures that are relevant to your department.
- Maintenance
- Address any minor issues in the shop or on company property as needed.
- Keep a clean and organized workspace
- Clean and service equipment regularly to prevent long term issues.
- Quality Control
- Make sure that everything from raw materials to finished products meet the Quality Control and Safety standards specified within internal documentation.

## Qualification

- Minimum 5 – 10 years working in a leadership role. Post secondary training in supervision/management or operations management an asset
- Experience working in a manufacturing setting
- Ability to read engineering/shop drawings
- Proven track record implementing productivity improvements and positive change
- Lean Manufacturing experience an asset
- Forklift and overhead crane experience

## **Compensation**

We offer a competitive salary, extended health and dental benefits, RRSP matching contributions, and ongoing professional development.

Job Type: Full-time

Required experience:

- Shop Supervision: 5 years

Required education:

- High school or equivalent

Job Location:

- Kamloops, BC