

SERVI-SURE LLC - JOB DESCRIPTION

TITLE: Shop Manager

SUPERVISED BY: Co-Owner and President

SUPERVISES: Approximately 25 employees

HOURLY OR SALARY: Salaried

The world-leader in the design and fabrication of custom titanium tooling is seeking an extremely detailed-oriented Shop Manager to oversee daily manufacturing operations. This is a critical role at the heart of a nimble, forward-thinking, privately-held organization that serves customers around the globe. We seek a highly-energetic individual that can thrive in a fast-paced environment managing a high volume of custom jobs, inspiring a team of dedicated employees, and continuing to make constant incremental improvements throughout their area of responsibility.

The ideal candidate will have significant manufacturing experience and have risen through the ranks into management. We seek a hands-on leader that is a stickler for quality control. Expertise in welding is particularly helpful.

RESPONSIBILITIES:

Production

- Oversee a wide array of manufacturing activities including:
 - TIG and spot welding
 - Laser, shear and saw-cutting
 - Press and forming operations
 - Machining
 - International and Domestic Shipping
- Responsible for manufacturing activities performed by assigned department(s) ensuring that fabrication and delivery meets quality standards and is on time and on budget
 - Ongoing work flow of approximately 50-100 unique jobs
- Coordinate with various departments, including sales, engineering, and purchasing to ensure a steady flow of information
- Design and build jigs for welders
- Develop tactical plans for achieving company goals, plans and priorities
- Analyze requirements for personnel, tooling, equipment and facilities and requests/justifies additions
- Approve first piece inspection to ensure that parts meet specifications
- Initiate improvements in performance, productivity, and cost effectiveness
- Monitor deadlines in Approach database. Delete when complete
- Provide calibration and maintenance of tools and equipment
- Ensure that safety standards are met at all times. Complete safety forms
- Provide first-aid if needed
- File workers comp and OSHA forms, follow-up with paperwork as needed.
- Provide fork lift safety training and instruction
- Analyze requests for tooling and equipment additions and changes. Make decisions
- Conduct research, collect bids, and make purchases of machines and other equipment

Management

- Responsible for the supervision and efficient utilization of all production personnel
- Plan, schedule, and control activities of production personnel
- Approve payroll of factory employees
- Ensure only trained personnel are assigned to task and equipment
- Interview, hire, and fire if necessary, employees. Provide necessary disciplinary action(s). Train workforce and ensures skill level and competency of production personnel
- Provide guidance and direction to shop team to ensure efficiency
- Decide compensation levels for shop personnel
- Lead weekly shop safety meetings
- Responsible for creating a supportive culture, which includes:
 - Assuming positive intent; listening actively and demonstrating mutual respect
 - Communicating proactively – no surprises
 - Working collaboratively to facilitate agreement and resolve conflict
 - Exchanging feedback on behaviors to seek closure
 - Publicly and privately supporting decisions once they've been made

Facilities Management

- Responsible for overseeing all aspects of facilities management. Analyze requests for facilities repairs. Coordinate contractors
- Review and renew HVAC contract, roofing contract, and other building maintenance contracts requirements
- Keep abreast of the various inspections (OSHA, etc.) and licensing requirements needed (fire department, exhaust, boiler, etc.). File forms, pay fees, schedule inspections

Standing meetings: Daily production meetings at 9:30 am

Date Revised: November 2014