



JOB DESCRIPTION

POSITION:	Northeast Shop Manager
DEPARTMENT:	Machine Shop
REPORTS TO:	Director of Manufacturing
STATUS:	Exempt
JOB CLASSIFICATION:	Manager
EFFECTIVE DATE:	2024-01-01

GENERAL SUMMARY:

Directly supervises and coordinates activities of all workers in the day-to-day operation of a fabrication, sales and installation shop. General knowledge of manual machine tools, welding, and set-up & operational procedures is a requirement. Knowledge of contracting and installation in local areas. Coordinate movement of parts, materials, and personnel required to provide installation services.

ESSENTIAL FUNCTIONS:

1. Maintain accurate inventories of stock and equipment located in the NE facility.
2. Coordinate with Directors of Engineering, Installation, Manufacturing, and Project Management to provide timely, cost-effective installation of projects that fall under the NE office.
3. Timely updates on project status to all interested parties.
4. Support 3rd Party Sales orders for NE territory.
5. Provide training on the proper operation of all equipment located in the shop.
6. Assist operators in set-up and operation of manual machine tools including lathes, milling machines, and drill presses.
7. Controls cost of shop activities through planning and efficient use of labor and materials. Daily assignments shall be completed before work shift begins. Accurately record progress throughout the shift and update as required.
8. Hold weekly safety meetings. Accurately record employee feed-back and report to supervisor.
9. Accurately record quality assurance data and follow quality assurance policies.
10. Analyze set-up and production problems and be able to determine cause and corrective action.
11. Analyze employees' work habits and working conditions to ensure a safe and efficient working environment. Determine causes of accidents and analyze working environment for implementation of corrective action as directed by supervisor.

12. Comprehension of drawings, Safety Data Sheets, operational instructions, and all other set-up and shop related documents.
13. Ensure compliance with DOT regulations for all company vehicles. Maintain status of all drivers in the NE facility.
14. Maintain an awareness of department production capabilities and output. Anticipate shortfalls in equipment or personnel resources required to meet known demands. Notify supervisor in a timely fashion of the anticipated issues and present a viable solution to minimize the impact of the increased demands on the department.
15. Maintain communication with local crew chiefs and coordinate equipment or products needed to keep fabrication and installation crew productive with corporate profit and customer satisfaction as the goal.
16. Maintain shop production schedules and progress. Send in reports as needed to the Directors of Installation, Engineering, and Manufacturing.
17. Report weekly production category hours to CFO.
18. Assist workers in shop activities as needed.
19. Follow Corporate Policy as described in the Employee Handbook.
20. Follow all safety rules as described in the Shop Safety Rules.
21. Performs additional duties as required by management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to perform each essential duty satisfactorily.
- Good written and oral communication and presentation skills in both English and Spanish.
- Available to work 8:00am to 4:30pm Monday thru Friday. Voluntary overtime may be assigned as needed.

CULTURAL COMPETENCIES:

- Champion culture and objectives of the organization
- Demonstrates value and respect for all employees
- High energy and enthusiasm
- Performs effectively as a team player

EDUCATION AND EXPERIENCE:

3-5 year in construction management. Knowledge of Microsoft Windows, Office, and AutoCAD.

DOB 4-hour Scaffold
OSHA 30
SST Card
Fall Arrest Competent Person Training
Site Safety Manager
Scaffold Competent Person Training
Lift MEDP ANSI 92

PHYSICAL REQUIREMENTS:

0-24%

25-49%

50-74%

75-100%

VISION:
Must be able to read reports and paperwork. Must be able to see small details easily. X

HEARING:
Must be able to hear well enough to communicate with co-workers and management X

STANDING/WALKING/MOBILITY:
Mobility between departments. X

CLIMBING/STOOPING/KNEELING:
Moving materials within department X

LIFTING/PULLING/PUSHING:
Moving materials between departments. X

FINGERING/GRASPING/FEELING:
Must be able to write and to manipulate medium and large parts. X

MENTAL DIMENSIONS:

Must have the ability to read, and interpret documents, understand written and verbal instructions.

PHYSICAL DIMENSIONS:

Moderate Work: Exerting up to 50 pounds of force occasionally.

APPROVALS:

President Approval:		Employee Acknowledgement:		Personnel File:	
Signature					
Name:	Date:	Name:	Date:	Name:	Date: