



Job Description & Specification

Reference:

Job Title:	Shift Supervisor	Date:	02-Feb-2024
Department:	Manufacturing	Location:	Colborne
Reports to: (job title)	Production Supervisor / Operations Manager		
Responsible for: (job titles)	Machine operators, Production Material Handlers, Automotive Final Inspection operators		

Job Description / Duties & Tasks:

- Ensure a safe, clean, organized working environment is maintained throughout the plant and outside areas
- Foster an environment of Safety, Teamwork, and continuous improvement
- Ensure adherence Company policies, procedures, processes, and shop rules
- Provide leadership, direction, and coaching to production team
- Perform daily walkabouts and effectively communicate job status to the next shift
- Accountable for shift Quality, Cost and Delivery targets
- Perform layered audits, safety inspections and participates in corrective actions
- Ensure all parts are produced to customer specifications, keeping scrap to a minimum amount, and ensuring Containment and NC procedures are properly followed.
- Work closely with Quality and Set Up Technicians to ensure conformance of product produced
- Schedule and assign work to ensure production requirements are met
- Ensure to provide resources and guidance to complete Chip Inspection process for Valve Housing automotive parts
- Track efficiency & productivity, review results and communicate feedback effectively
- Ensure all necessary documentation is at the work center, Count sheets, QC inspection Reports, Traveler, 5S, etc.
- Coordinate delivery/removal of raw material, Packaging, skids at the work center
- Maintain discipline and control in the shop
- Responsible for training & development of new/existing employees all aspects of the job
- Communicate and document events with other Shift Supervisors and Operations Manager
- Assist with material handling duties as required
- Other duties as outlined by management

Job Specification / Minimum Skill Requirements:

- Minimum College diploma: completion of apprenticeship / technical diploma preferred
- Minimum 2-3 years of Supervisory experience required
- Forklift operator's license and/or experience is an asset
- Experience in a Machine shop environment & with CNC transfer machines would be an asset
- Ability to read & interpret drawings, working knowledge of GD&T
- Excellent organizational skills, attention to detail and overall positive attitude
- Excellent written and verbal communication skills; ability to work independently
- Motivated self-starter with "Can do" attitude and outgoing personality
- Ability to use basic measuring equipment (mics, Vernier, dial indicator, etc.)
- Basic computer applications knowledge such as MS Work, Excel & Outlook
- A quick learner with the ability to be trained



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Special Authorities & Responsibilities: (ISO9001:2015 section 5.3)

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| <input type="checkbox"/> QMS Conformity | <input type="checkbox"/> Selection of Special Characteristics | <input type="checkbox"/> Product Design & Development |
| <input type="checkbox"/> QMS Performance Reporting | <input type="checkbox"/> Setting Quality Objectives & Training | <input type="checkbox"/> Capacity Analysis |
| <input type="checkbox"/> Promote Customer Focus | <input type="checkbox"/> Corrective Actions | <input type="checkbox"/> Logistics Information |
| <input type="checkbox"/> QMS Changes | <input type="checkbox"/> Preventative Actions | <input type="checkbox"/> Customer Scorecards |
| <input checked="" type="checkbox"/> Stop Production | | <input type="checkbox"/> Customer Portals |
| <input checked="" type="checkbox"/> Stop Shipment | | |

Review & Approval:

Approved by:	Scott Larsen	Date:	02-Feb-2024
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