

Shop Supervisor

Job Summary

Plan and organize the daily running of the machine shop. Supervise and assign work duties and tasks to machinists and general labourers. Responsible for front-line troubleshooting and problem resolution.

Specific Responsibilities:

- Responsible for all jobs on the floor and communicating to all any unreported issues
- Coordinate with material handles to ensure jobs are at the machines in proper positions
- Coordinate and monitor all deburring jobs to ensure accuracy of work and timely completion including organizing any tooling required
- General supervision including the completion and quality of jobs at the machines before they are removed
- Plan and maintain general plant cleanliness
- Supervise all activities and address personnel issues as they arise
- Providing the line-up for the afternoon shift supervisor
- Estimate job completion (WIP)
- Generate a weekly shipment list using collaborative input from the Manufacturing Manager and Scheduler
- Attend customer meetings as required
- Attend and participate in weekly production meetings and war rooms
- Actively participate in the Joint Health and Safety Meetings on a bi-monthly basis and monthly health and safety inspections with the Health and Safety representatives
- Coordination of personnel when there is machine downtime due to maintenance, vacations, etc.
- Ensure Work Instructions are being followed
- Involvement in the creation of the Work Instructions
- Manage machine up-time
- Coordinate and manage overtime hours
- Assist in the management of consumables
- Perform all other duties as assigned

Knowledge and Skills:

Knowledge of machining equipment, including Heidenhain and Fanuc; also including milling, grinding, fabrication, overhead cranes and forklifts. Strong mechanical problem solving and



organizational skills, with the ability to work under pressure to maintain production scheduling deadlines. Understanding of GD&T. Excellent written and oral communication skills.

Address:

481 Silver Creek Industrial Dr.
Lakeshore, Ontario, Canada
N8N 4W2

Phone: 519-727-5100

Fax: 519-727-5352

Website: www.concorde-pm.com

Experience:

Seasoned professional with ten (10) plus years' experience within a leadership role, specifically in a machine shop.

Company Background

Strengthening communities by advancing manufacturing.

Concorde Precision Machining, a subsidiary of Reko International Group Inc., specializes in large & medium precision milling and boring machining for the transportation, energy, and oil and gas industries.

We are continuously seeking out the best and the brightest to become an integral part of a life-long opportunity and contribute to a vibrant future at our company. At Reko, we invest in our people and give them the tools they need to achieve success by offering apprenticeship programs, tuition reimbursement, and referral bonuses.

Our goal is to help our employees create their own success by providing every opportunity for them to thrive. We offer a healthy work-life balance, competitive wages and benefits, opportunities for personal and professional growth, a company contributed retirement savings plan, recognition awards, corporate discount programs and much more!

Invest in your future, join the Reko team today!

Only selected candidates will receive a response. Thank you for your interest.