



Union Electric Steel Corporation, Since 1923
Foreman Forge and Anneal
Burgettstown, PA (Greater Pittsburgh)

Union Electric Steel Corporation is seeking a **MACHINE SHOP FOREMAN** for our Burgettstown, PA manufacturing plant.

Job Summary

Supervises the daily activities of forge and anneal production activities, work-flow scheduling, and personnel in compliance with quality procedures and ensure a safe and efficient working environment.

Essential Duties and Responsibilities

- Supervises daily forge and anneal activities to efficiently allocate resources and coordinates workflow as determined by available product queues and equipment and personnel availability.
- Collaborates with the Superintendent Forge and Anneal to review and analyze production, quality control, maintenance and operational issues to determine causes of nonconformity, production shortfalls, and operating concerns for remediation and implementation of appropriate corrective action.
- Ensures adherence to/compliance with company policies, rules and regulations and reporting requirements relating to safety/health, performance standards, operating procedures, processes, and training requirements.
- Partners with the maintenance department to identify and resolve equipment maintenance issues.
- Accountable for recording manufacturing production activities into the ORACLE Inventory/ Production system within the Forge Shop and for online and post production variance analyses and corrective action.
- Collaborates with Superintendent Forge and Anneal to implement NCR corrective actions including re-training of hourly machine operators and support personnel.
- Acts as a liaison with union and union employees to establish and retain positive union relations.
- Implements and monitors hourly employee training progression.

Management/Supervisory Responsibilities

- Supervises and directs daily activities within the department, including but not limited to: instructing/monitoring employees, training employees, monitoring employee attendance and managing staffing requirements and operations within production standards and the current union labor agreement.

Education/Experience (All Education/Experience Bullets are required unless noted as "Preferred")

- High school diploma or equivalent (GED); post-secondary education in engineering or related field preferred
- 1-3 years production/manufacturing experience

Job Knowledge, Skills and Abilities (all knowledge, skills and abilities are required unless noted as "preferred")

- Ability to communicate effectively, both verbally and in writing
- Ability to effectively plan, organize and prioritize projects
- Ability to function in a team environment
- Ability to interpret and schedule according to union contract guidelines
- Ability to work independently with minimal supervision and guidance
- Independent judgment and decision making abilities
- Proficiency in basic Microsoft Office products to organize and communicate
- Proven leadership and motivational abilities
- Strong analytical and problem solving skills

The above duties and responsibilities designated as essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. The job description is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be asked to perform other job-related functions that are not listed above.

Competitive Wage, Medical, Dental, 401k

Pre-employment physical, background check and drug screening for all new hires

We have created a culture and environment that fosters personal and professional growth. If you would like to become part of our dynamic organization, visit our website at www.uniones.com and send a resume and cover letter for immediate consideration to:

Union Electric Steel Corporation
An Ampco-Pittsburgh Company
Post Office Box 465
Carnegie PA 15106-0465
Attention: Human Resources (HCMFGTECH)
E-mail: hrrecruiting@uniones.com

Please no phone calls

EOE AA M/F/D/Vet/Disability

Voluntary Self-Identification of Disability

Voluntary Self-Identification of Race, Gender, and Protected Veteran Status