



## **Union Electric Steel Corporation, Since 1923**

### **Machine Shop Foreman**

#### **Burgettstown, PA**

#### **JOB SUMMARY**

Supervises the daily activities of machine shop production, workflow scheduling, and personnel in compliance with quality procedures and ensure a safe and efficient working environment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises daily machine shop floor activities to efficiently allocate resources and coordinates workflow as determined by available product queues and equipment and shop personnel availability.
- Collaborates with the Superintendent Machine Shop 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. This includes but is not limited to: checking the initial roll of all item numbers being processed to avoid manufacturing errors and repetitive occurrences.
- 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 Machine Shop and for online and post production variance analyses and corrective action.
- Partners with programmers to identify CNC programming issues and requirement changes.
- Maintains attribute gauge records (sine bars, spline gauges) and machine calibration records within the Machine Shop.
- Manages the machine shop consumable inventories.
- Collaborates with Superintendent Machine Shop 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 – some portion of this time spent in a machine shop preferred.

**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

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Voluntary Self-Identification of Disability

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