



Union Electric Steel Corporation, Since 1923
Superintendent Melt Shop
Burgettstown, PA

JOB SUMMARY

Manages all aspects of melt shop activities. These activities, include, but are not limited to: maintaining a safe work environment, adhering to and improving quality procedures, maintaining and improving production output and workforce engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain a safe work environment through enforcement of adherence to SJP's, development of SJP's, RCFA on safety incidents and near misses, and completion of safety observations.
- Establishes production schedules, weekly personnel schedules, and labor requirements to achieve production goals and objectives.
- Reviews and analyzes production, quality control, maintenance and operational reports to determine causes of nonconformity, production shortfalls, and operating concerns for remediation.
- Responsible for selection and mentoring of front line supervisory staff.
- Ensures adherence to/compliance with company policies, rules and regulations relating to safety/health, performance standards, operating procedures, processes, and training requirements.
- Ensures compliance with federal and state regulations and participates in annual inspections with the Department of Environmental Protection.
- Manages critical raw material inventory level and actively manages heat charge mix for cost optimization.
- Accountable for the daily administration of ORACLE inventory/production system within the Melt Shop.
- Responsible for implementing NCR corrective actions including re-training of hourly personnel.
- Collaborates with Plant Manager to plan departmental work flow in order to achieve long term goals established by senior management.
- Acts as a liaison with union and union employees to establish and retain positive union relations.
- Collaborates with plant management, engineering and purchasing to identify, develop and execute capital projects.
- Identifies and evaluates production practice changes.
- Participates in the qualification process for new vendors.
- Schedules and implements necessary employee training.

MANAGEMENT/SUPERVISORY RESPONSIBILITIES

Foreman Machine Shop
Job Code: OAZFR3
Revision: (1) 20110201

- Carries out management responsibilities in accordance with the organization's policies and procedures.
- Directly supervises 6-10 employees; monitors work quality, including conducting performance appraisals and providing counseling for improved performance.
- Recruits and selects department personnel, with assistance from Human Resources staff.

EDUCATION/EXPERIENCE (ALL EDUCATION/EXPERIENCE BULLETS ARE REQUIRED UNLESS NOTED AS "PREFERRED")

- AA Degree, preferably in technology or related discipline; BS Degree in engineering or related field preferred
- 4-6 years production/manufacturing supervisory 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 (SPT/MELT)

E-mail: hrrcruiting@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