



Union Electric Steel Corporation, Since 1923

Machine Shop Foreman 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 machine shop production, work-flow scheduling, and personnel in compliance with quality procedures and ensure a safe and efficient working environment.

Essential Duties and Responsibilities

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- 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

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 statement reflects the general details considered necessary to describe the principal functions of the jobs identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the jobs.

Competitive Wage, Medical, Dental, 401k, Pension

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