



Union Electric Steel Corporation, Since 1923

Melt Shop Foreman Burgettstown, PA

JOB SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises daily melt shop activities to efficiently allocate resources and coordinates workflow as determined by available product queues and equipment and personnel availability.
- Collaborates with the Superintendent Melt 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.
- 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 Melt Shop and for online and post production variance analyses and corrective action.
- Responsible for identifying and communicating raw material inventory levels to Superintendent Melt Shop to ensure cost optimization.
- Collaborates with Superintendent Melt 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.

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 (FRM/MELT/HC)

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