

	Position Title:	Toolroom Foreman	No.	300.19
	Department:	Automation Toolroom	Rev:	2
	Report To:	General Manager	Date:	Nov. 9, 2016

MAJOR DUTIES:

Plan, organize, direct and oversee all activities of the Automation Toolroom in the manufacturing and production of Automation Machinery and special purpose precision tooling, applying specific knowledge of management and industrial production techniques.

SPECIFIC RESPONSIBILITIES:

- Establish and maintain a good positive working environment throughout all manufacturing areas by; firm but fair treatment of all employees, proper administration pay and benefit policies and annual performance reviews.
- Formulate production program and schedules, through subordinates, making time and cost estimates with regards to performance to budget and schedules, and determining materials and tooling requirements.
- Study assignments, determines manpower requirements, and estimate materials and supplies needed for completion of work.
- Oversee the setup of machines and projects and interpret work orders, engineering specifications and technical drawings.
- Co-ordinate activities of direct reports and converse with other supervisors, forepersons and/or superiors to avoid conflicts with other departments.
- Establish methods to meet work schedules and co-ordinate work activities with other subcontractors.
- Coordinate jointly with the Toolroom Foreman-Bender Group in assessing production requirements in relation to plant capacity and performance, manpower availability, materials supply and financial limitations.
- Ensure that quality of work meets established standards and inspect materials received.
- Requisition materials and supplies as required.
- Prepare and submit production, progress or other reports, as required.
- Analyze and resolve work problems.
- Update the Shop Floor layout on a regular basis to determine feasibility of the placement of customer projects, ensuring the safety of employees.
- Assist engineering and design departments to develop changes to improve product quality and reliability.
- Recommend measures to improve work methods, equipment performance, quality of product and working conditions.
- Suggest plans to motivate workers to achieve goals.
- Assist the VP Operations, on a regular basis, of resource loading requirements and changes.
- Execute departmental objectives and measures to coordinate with those handed down by the VP Operations.
- Assist the VP Operations in the hiring and assigning of duties to workers and recommend or initiate personnel actions, such as promotions, transfers, discharges and disciplinary measures.
- Oversee contract or casual labour personnel that may be on-site from time to time.
- Engage in production activities, as warranted, per the following Job Description: 300.23 Toolroom Group Leader, including the possibility of limited travel requirements.
- Oversee the floor operations and personnel of the Machine Shop.
- Oversee personnel in the following areas: Maintenance, Custodial and General Labour.
- Adhere to all CMP Health and Safety rules and procedures.