

JOB TITLE: Fabrication Supervisor

EMPLOYER: Power Lift

DEPARTMENT: Fabrication

REPORTS TO: Plant Manager- Jeff Baker

SUMMARY: Oversees the daily operations of the fabrication department, ensuring safety, quality, and efficiency while managing staff and coordinating with other departments.

SUPERVISOR DUTIES AND RESPONSIBILITIES:

- Oversees and coordinates the daily production schedules and requirements of each workstation within the fabrication department.
- Coordinates production schedules and requirements for 2nd shift fabrication employees, as needed.
- Communicates effectively with all fabrication department employees to accomplish daily tasks.
- Helps to maintain all fabrication measurements and quality standards within the department.
- Assist, alongside HR, implementing and practicing all safety procedures at each station within the fabrication department.
- Works alongside the Power Lift plant manager to perform departmental employee reviews, promotions, disciplinary actions, pay raises, etc.
- Helps identify and implement process improvements within the fabrication department.
- Works alongside the purchasing and inventory personnel to meet daily, weekly, monthly material requirements.
- Is able to facilitate departmental meetings and communication as needed.
- Performs other related duties assigned by management.
- Helps to train and mentor departmental staff to enhance their skills and ensure safety procedures are met.
- Help ensure material inventories and needs are upheld.

QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

COMPETENCIES:

- **Managing People** - Includes staff in planning, takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand
- Continually required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Frequently required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Frequently work near moving mechanical parts
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must occasionally lift and /or move more than 70 pounds (with partner) / frequently lift and/or move up to 50 pounds / continually lift and/or move up to 40 pounds
- Specific vision abilities required by this job include Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus

The above is intended to describe the general content and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

Employee Name

Manager Name

Employee Signature

Manager Signature

Date Signed

Date Signed