

Name

Job Description – Shop Foreman

Last Updated: 7/14/11

Overview:

The Shop Foreman at Blue Arc Engineering will be responsible for day to day tasks that are assigned in our manufacturing shop for general fabrication and assembly of material handling equipment projects. The main emphasis for this position is supervision and coordination of work to be performed on customer projects as well as general repair and maintenance of Blue Arc shop equipment and facility.

Superior Performance Objectives:

- Ensure tasks are executed in the most effective manner in regards to time, cost and function.
- Emulate top notch craftsmanship in all aspects of job.
- Work well with other Blue Arc team members.
- Strive for ongoing self improvement through additional training.
- Catalyst for getting work through the shop – drive the process.

Requirements:

- High School education; associates degree related to manufacturing or business preferred
- Ability to interpret engineering drawings and develop finished product from these plans.
- Must have strong leadership skills with the ability to gain shop employee's confidence and motivate.
- Relevant fabrication shop experience.
- Strong communication skills within team as well as coordinating with engineering.
- Imperative to have excellent organizational skills, ability to multi task
- Positive attitude, able to handle tense situations that arise
- Team player, able to take direction.
- Owns own hand tools to perform fabrication tasks as required
- General knowledge of fluid power systems (pneumatics, hydraulics) as well as mechanical systems.
- Drivers license and dependable transportation

General Job Description:

- Ability to assemble machines from assembly prints, ability to interpret these drawings.
- Assign work to shop employees, ensure they are all working to the best of their potential and under budget.

- Mentor new employees in the shop as well as set up new employees with area leaders
- Help resolve fabrication issues, root cause to keep from repeating mistakes.
- Oversee assembly of equipment from fabricated parts, including weldments.
- Ability to set up and operate saws, shear, press brake, punches and ironworker
- Mostly managerial position, but help hands-on where needed to get work done.
- Repair and maintain shop equipment and facilities as required.
- Produce high quality parts with low rejection rate
- Be a role model, ideal employee as a good example to shop employees
- Show mutual respect for coworkers
- Show up to work every day and on time.