



## **JOB DESCRIPTION**

**JOB TITLE:** Foreman  
**REPORTS TO:** Production Manager  
**FLSA STATUS:** Non-exempt  
**APPROVAL DATE:** January 23, 2012

### **SUMMARY**

Oversee all activities that occur in the Shop by assigning proper Tradesman to each job and ensuring that these personnel complete each task within normal time frames, using the proper techniques in all the phases of production. Organize personnel to ensure Linita meets its contractual due dates.

### **ESSENTIAL FUNCTIONS**

- Assign work & ensure to meet the production schedules
- Interpret blue prints and specifications and transfer to shop to ensure quality and work flow
- Work with QA to ensure all process and inspections are being performed in timely manner
- Train new employees as required
- Assist GM in any task required to improve production and efficiency, attend and participate, as required in management meetings
- Maintain a fair and cooperative relationship with superiors and subordinates
- Ensure that all personnel perform their duties as expected
- Ensure production equipment is in proper working condition and consumables are stored properly
- Request personnel to work overtime as required to meet contractual due dates
- Ensure that all workers are aware of good manufacturing practices and take proper precautions within the workplace
- Ensure that all workers are aware of and practice proper safety precautions within the workplace, especially when moving and turning parts
- Assure the cleanliness and orderliness of the Shop, all work areas and employee break areas
- Ensure that only authorized personnel are allowed in the Shop or its surrounding areas
- Lead, direct and train personnel in more productive performance and safety practices in accordance with the safety act, and also keep all safety record
- Assist personnel in any way possible in order to improve production, complete projects and meet customer demands and requests
- Assure that personnel use proper techniques, as follows:
  - Ensure material to be unloaded is placed properly in a suitable area to minimize handling. If the Shipper is unavailable, the Foreman can assign someone else to unload the material or unload him/herself. Any material that doesn't seem the right size or quality should be reported to QA.
  - Ensure that Chamfering operation is performed with the proper tip, gas pressure and in a timely manner. Material for the next job should be ready and available prior to finishing present job. Material chamfered should be placed in a practical way as to minimize extra handling.
  - Ensure that the welding is the right size (type) and quality by assigning appropriate personnel to each task. Ensure that welding is done in timely manner with minimal set up time for the welding machines. Prior to flipping part, ensure that welding is being completed in the position that it is. Ensure that all areas are cleaned up while piece is being turned or moved.

- Ensure stress relief is done in accordance with the drawing. Proper loading of the oven is being done by qualified personnel
- Ensure all cleaning (grinding), sandblasting, painting is done properly in a timely manner. Paint (kind and color) and thinner is used (no runs, proper thickness is achieved)
- Coordinate the above activities in alternate shifts (afternoon, night)
- This position require working 40-60 hrs in order to meet all above goals

### **Maintenance**

- Ensure plant security by being responsible for opening and closing the plant in the morning and evening, respectively. Proper closing of the day to coordinate day activities with the night shift.
- Assure the adequacy of all tools, welding machines, supplies, all other machinery and oven equipment at all times
- Assure that the physical structure of the plant is properly maintained both internally and externally. If plant safety or security is in question, contact the General Manager or CEO.
- Ensure a proper start up and job assignment to each person to avoid waiting time
- Coordinate with QA Inspector to work Saturdays (Sunday, if required).
- Ensure all records related to maintenance of equipment are kept up to date
- Reliability and Attendance – begin work on time and conform to work hours and schedule. Unscheduled sick/personal time does not exceed established company standards.
- Able to work long hours including evenings, nights and/or weekends

### **OTHER JOB DUTIES**

Other duties and/or projects as assigned by the CEO and/or General Manager

### **REQUIREMENTS/QUALIFICATIONS**

- At least 5 years experience supervising personnel in a similar situation
- Knowledge of welding codes and manufacturing
- Able to communicate ideas and ensure they are understood
- Able to read and understand drawings
- Experience with safety and shop issues
- Must have integrity and be honest
- Strong positive personal outlook towards problems
- Able to maintain high level of employee enthusiasm
- Must have a compatible "chemistry with management team"
- "Owner like" mentality
- Must have a high energy level, be self-motivated
- Ability to multi-task, respond to rapid change; organize, prioritize, and perform work with minimal supervision
- Excellent memory



## EDUCATION AND KNOWLEDGE

Check the box that indicates the minimal educational requirement for the job. (Note: choose the appropriate educational background for the position, which is not necessarily the background of the individual currently in the position).

- No Formal Education Required
- High School Diploma/GED
- Vocational/Technical (coursework preferred)
- 2 Year Degree
- 4 Year Degree
- Graduate Degree
  - Or equivalent combination of education and related experience
- License(s)/certification(s) required (please list):
- Specialized training (specify training required):

## EXPERIENCE

### Minimum experience requirements

Indicate the minimum amount of experience required to perform this job.

- None
- 6 months to 1 year
- 1 to 3 years
- 3 to 5 years
- 5 to 10 years
- Over 10 years
  - Or equivalent combination of education and related experience

### On-the-job experience requirement (complexity)

Indicate how long it should take an employee with the necessary education and experience to become generally familiar with the job to perform it reasonably well.

- Less than 1 month
- 1 to 3 months
- 3 to 6 months
- 6 months to 1 year
- Over 1 year
- Other (indicate):

## SUPERVISORY RESPONSIBILITIES

All Tradesman, Welders, Fitters, Painters, Sandblasters & Labor Personnel report directly to the Foreman

## TRAVEL



## PHYSICAL REQUIREMENTS

Describe the on-the-job minimum physical requirements of the position based upon a typical workday.

Scale: \* **Never** = does not apply      \* **Frequently** = From 21% to 50% of the time  
 \* **Occasionally** = Up to 20% of the time      \* **Constantly** = At least 51% of the time

<b>Mobility</b>	<b>Never</b>	<b>Occas.</b>	<b>Freq.</b>	<b>Const.</b>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Push	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squat/Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift Usual lbs. = 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carry, using two hands Usual lbs. = 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Reaching, Handling, Finger Dexterity and/or Feeling</b>	<b>Never</b>	<b>Occas.</b>	<b>Freq.</b>	<b>Const.</b>
1. Reaching by extending hand(s) or arm(s) in any direction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Handling by seizing, holding, grasping, turning or otherwise working with the hand or hands, but without finger dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Finger dexterity required to manipulate objects with fingers rather than whole hand(s) or arm(s); using a keyboard, for example	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Feeling to perceive an object's size, shape, temperature or texture by means of senses in your skin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication</b>	<b>Never</b>	<b>Occas.</b>	<b>Freq.</b>	<b>Const.</b>
1. Communication skills using the spoken word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Hearing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Seeing</b>	<b>Never</b>	<b>Occas.</b>	<b>Freq.</b>	<b>Const.</b>
1. Far vision (clear vision beyond 20 feet or more)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Close vision (clear vision within 20 inches)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Color vision (ability to identify and distinguish colors)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Depth perception	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Ability to adjust focus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## WORKING CONDITIONS

How much exposure to the following environmental conditions does this position require based upon a **typical** workday.

	<b>Never</b>	<b>Occas.</b>	<b>Freq.</b>	<b>Const.</b>
1. Working at heights?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exposure to marked changes in temperature and humidity or extremes thereof?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Exposure to dust, fumes, gases, chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Risk of electrical shock?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Work near moving mechanical parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Noise Level (check 1 appropriate level below)</b>				
Very quiet	<input type="checkbox"/>		Loud	<input checked="" type="checkbox"/>
Quiet	<input type="checkbox"/>		Very loud	<input checked="" type="checkbox"/>
Moderate noise	<input type="checkbox"/>			

Approval – Signature and Title

Date

Employee – Signature

Date

