



Alps Welding Ltd.

Role & Expectations Agreement

For

Fabrication Supervisor

Incumbent:

Manager:

Date:

Fabrication Supervisor

Scope of Role:

Hands on, front line supervisory role responsible for ensuring that the daily operations within the Fabrication department is being performed in an efficient, safe and productive manner to meet the corporate objectives. This role supervises the Fabrication shop staff, under the direction of the Production Manager.

Key Responsibilities & Expectations:

1. Shop Operations

- a. Assist the Production Manager in coordinating work activities/assignments of employees to ensure that resources are maximized throughout the shift to produce the required tasks on time and on spec. Ensure that the quality of each task is as per established expectations. Instill this focus on quality production in all employees so that all tasks, jobs, and projects consistently meet the required standards.
- b. Confer with the Production Manager to review project schedules, specifications, and priorities to plan departmental work assignments. Coordinate production scheduling with the various projects on hand to facilitate level loading and utilization of employees and equipment.
- c. Assign duties to employees and supervise closely by being visible and available on the shop floor to provide positive reinforcement, to offer correction if a job is not being performed correctly or safely, to ensure quality output and to answer questions and respond to issues in a timely manner.
- d. Monitor time and materials to ensure productivity requirements are being met. Promptly address any issues in which there is wasted time or material or to prevent loss.
- e. Explain and demonstrate work/machine procedures and techniques to employees. Interpret drawings, specifications, and work instructions for employees to ensure comprehension and that the output of the work meets the specified requirements within the allotted time allowance.
- f. Assist employees in resolving problems, such as interpretation of the work assignment, routine job matters and minor conflicts between staff and advise Operations Manager of more complex problems.
- g. Participate in production meetings to review the work to be assigned, address/anticipate issues and develop an action plans accordingly, review what worked well on previous jobs and any lessons learned for corrective action in the future.

2. People Leadership

- a. Participate with the Production Manager in hiring the required talent for the fabrication department.
- b. Effectively lead your team; earning their respect and gaining their commitment and loyalty to perform to the highest level required and to go the extra mile when required because they take pride in their work and are respectful of you and what the company requires to complete the tasks at hand.
- c. Coach and develop staff members.
- d. Assign work by ensuring that instructions are clear and made available at all times during the production shifts. Check in regularly and supervise by walking around to ensure the tasks are being completed correctly and efficiently. Provide immediate feedback through recognition for good performance and constructively provide course correction when work is being done incorrectly or not to standard, or if equipment is being used incorrectly and/or unsafely.
- e. Be respectful in your treatment of employees at all times.

3. Process

- a. Provide feedback to the Production Manager on recommendations that will help fine tune and streamline the workflow (processes) and optimize productivity of the employees and the equipment. Support an environment of continuous improvement and challenge the employees to do the same, so that the way in which work is performed continues to be the most efficient and effective possible based on the objectives of the company.

4. Health & Safety

- a. Contribute to maintaining a safe work environment on the shop floor. Ensure that employees are adequately trained/skilled to perform the work at hand, and that they are doing so in a safe manner. Strive for zero preventable work injuries.
- b. Oversee the proper daily maintenance of machines and equipment.
- c. Educate staff in safe work practices and stress this mandate in regular communications to staff.
- d. Play an active role in executing the company Health & Safety Plan for the shop.
- e. Maintain a professional presentation both internally and externally by ensuring that your attire and work area is clean and neat, and that appropriate housekeeping of the shop is maintained.

Key Experience & Competency/Skill Requirements

1. A thorough understanding of welding procedures and practices – knowledge of symbols and controls.
2. Formal fitting certification is preferred or equivalent fitting experience in pressure vessels and pressure piping.
3. A thorough understanding of ASME and CWB welding codes, practices and general requirements.
4. 5 years front line experience in a related industry.
5. Ability to rally and motivate employees to get quality, efficient productivity and to get the required commitment and loyalty.
6. Smart, self starter who takes the initiative and can work independently
7. Practical, hands on approach.
8. Proven success in meeting delivery commitments and ensuring products are as to standard and specifications.
9. Has the innate ability to spot production and/or quality issues and to promptly address them using creativity and resourcefulness.
10. Strong sense of urgency, accountability and takes pride to ensure quality work is performed under his or her direction.
11. Accreditation as a Welding Supervisor.