Job Description

**Job Title:** Fabrication Shop Supervisor

**Department:** Production

**Supervisor:** Rush Sutherland

**FLSA Status:** non-exempt

**Prepared By:** Ed. Davidson

**Prepared Date:** 12/28/2022

**Approved By:** Michael Houseman

**Summary**

Supervises workers engaged in layout and machine operating to fabricate structural, wire, or sheet metal products by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.  
  
Possess a working knowledge of metal fabrication machines, tools, materials, and processes. (Metal Lathes, Welding, Material Blasting, Industrial Painting)

Requisitions material required to meet production goals.

Examines items produced to determine if items meet specifications.

Studies production schedules and estimates worker hour requirements for completion of job assignment.

Interprets company policies to workers and enforces safety regulations.

Interprets specifications, blueprints, and job orders to workers, and assigns duties.

Establishes or adjusts work procedures to meet production schedules.

Recommends measures to improve production methods, equipment performance, and quality of product.

Suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.

Analyzes and resolves work problems or assists workers in solving work problems.

Initiates or suggests plans to motivate workers to achieve work goals.

Maintains time and production records.

Confers with other supervisors to coordinate activities of individual departments.

Sets up machines and equipment.

Performs activities of workers supervised.

**Supervisory Responsibilities**

Directly supervises fifteen employees in the Fabrication Shop. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding; addressing complaints and resolving problems.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Must hold a Certified Welding Inspector (CWI) qualification

Analytical - Designs workflows and procedures.

Continuous Learning - Strives to continuously build knowledge and skills, shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies; uses technology to increase productivity; keeps technical skills up to date.

Design - Uses feedback to modify designs; applies design principles; demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Teamwork - 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.

Written Communication - Able to read and interpret written information.

Performance Coaching - Sets goals and objectives; encourages training and development.

Team Leadership - Fosters team cooperation; acknowledges team accomplishments.

Delegation - Delegates work assignments; sets expectations and monitors delegated activities.

Leadership - Inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.

Managing People - Takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; improves processes, products, and services.; continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Visionary Leadership - Displays passion and optimism; inspires respect and trust.

Business Acumen - Understands business implications of decisions; displays orientation to profitability; aligns work with strategic goals.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

Impact & Influence - Uses authority appropriately to accomplish goals.

Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; Must possess organizational resources.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking - Understands organization's strengths & weaknesses; adapts strategy to changing conditions.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

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.

Initiative - Undertakes self-development activities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; generates suggestions for improving work; presents ideas and information in a manner that gets others' attention.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

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.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

10 years related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Auto Cad Design software, Excel Spreadsheet software; Word Processing software and Email, Internet Search Internet software.

**Certificates, Licenses, Registrations**

Valid Driver’s License, Welding Certifications are a plus

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand, walk and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts.

**How to Apply:**

Applicants may email their confidential resume to [edavidson@coalfieldservices.com](mailto:edavidson@coalfieldservices.com).  For more details on our company, our website is [www.coalfieldservices.com](http://www.coalfieldservices.com/).