

Position: Production Supervisor

Location: Bolton, ON

Wage: TBD

Description...

Afternoon Shift

Responsibilities:

Plan, direct and follow up on work assignments

Support the JHSC during monthly audits

Conduct safety audits and risk assessments regularly to correct any potential hazards and implement corrective actions

Work with HR ensuring every team member has received the appropriate safety training and PPE

Ensure all team members are aware of, and comply with, all safety protocols

Communicate production schedule to all work team members

Coordinate resource requirements with the Production Manager and other Team Leaders

Responsible for the training of Associates

Accountable for the daily output of the work stations, taking corrective actions when the requirements have not been met

Coordinate all daily, weekly, monthly and, annual cycle counting

Responsible for completion of all Preventative Maintenance requirements

All other duties assigned as required

Requirements:

Must maintain current certifications for CPR, First Aid, and Bloodborne Pathogens.

3-5 yrs experience in construction/metal building industry

Good to excellent spelling, grammar and written communication skills.

Good telephone and oral communication skills