



the carpenter group

JOB TITLE: Shop Supervisor

DEPARTMENT: Shop

REPORTS TO:

EFFECTIVE DATE: July 2015

SUMMARY: Responsible for supervising the production personnel and in charge of hiring, training, and organizing a staff and making sure their employees understand the company's mission.

DUTIES AND RESPONSIBILITIES:

- Monitor performance and coordinate workflow
- Ensure efficient processing of sales orders
- Works with staff on determining priority and workflow
- Responsible for estimating jobs
- Interact with customers to handle any customer needs
- Assist production personnel to complete task/job at hand as needed
- Run, maneuver, navigate, or drive vehicles or mechanized equipment, such as forklifts, and/or passenger vehicles as needed
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

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

QUALIFICATIONS:

- High school or general education degree (GED) or related experience and/or training
- Must be organized and a strong communicator
- Must be well rounded and able to multi task and prepared to work with managers of other departments, such as sales and logistics.
- Must be able to exercise discretion and independent judgment
- Ability to delegate
- Ability to read and compute math
- Proficient in inventory, manufacturing, spreadsheet and word processing software
- Knowledge of safety requirements and first aid

COMPETENCIES:

- **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.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **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.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand
- Frequently required to walk.
- Occasionally required to sit.
- Continually required to use hands and fingers.
- Frequently required climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- Frequently required to lift/push light weights up to 100 pounds
- Specific vision abilities required for this job include: close vision, distance vision, peripheral, depth, and ability to adjust or focus
- Exposure to wet and/or humid conditions
- Exposure to moving mechanical parts
- Exposure to high, precarious places
- Exposure to fumes, airborne particles, or toxic chemicals
- Exposure to outside weather conditions
- Exposure to extreme heat.

- Exposure to extreme cold.
- The noise level in the work environment usually is very loud

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.