

Shop Foreman – Fabrication Division

Sheet Metal Inc. is seeking a skilled and experienced Shop Foreman to oversee our metal fabrication division. The role involves managing daily shop operations, coordinating schedules, ensuring quality standards are being met, and fostering a safe and productive environment. The ideal candidate will possess strong leadership skills, extensive knowledge of metal fabrication processes, excellent organizational skills.

Responsibilities:

- Supervise and manage the daily activities of the production team.
- Schedule and allocate tasks to shop employees to meet production deadlines.
- Collaborate with various departments to ensure availability of resources for production.
- Prepare and oversee orders for shipment, coordinating with logistics.
- Maintain inventory and track receipt, shipping, and utilization of fabricated items.
- Ensure quality control for all fabricated products.
- Coordinate equipment maintenance and repair activities.
- Inspect machinery, equipment, and facilities for safety and functionality.
- Estimate custom metal fabrication work and provide input on labor hours and materials.
- Order materials through purchase order process.
- Maintain a safe, clean and productive work environment.
- Provide training and support for team development.
- Monitor production, utilization and maintain records.

Minimum Job Requirements:

- Minimum of five (5) years of experience as a fabrication shop foreman.
- Minimum of five (5) years of experience in metal fabrication.
- Minimum of five (5) years of experience in management roles

Knowledge, Skill & Proficiencies:

- Strong mechanical aptitude and technical skills.
- Proficient in reading blueprints and shop drawings.
- Experience in leadership and maintaining a safe manufacturing environment.
- Self-motivated with high ethical standards.
- Time management.
- Proficiency in Microsoft Word, Excel, and Bluebeam.
- Excellent communication and interpersonal skills.

Working Conditions and Environment:

- This is a full-time position with standard working hours being 7am – 3:30pm M-F.
- Work environment consisting of a metal fabrication shop setting.
- Physical work is required to include but not limited to lifting objects up to fifty (50) pounds.
- Work environment may include exposure to loud noises, dust, dirt and fumes.
- Ability to work under pressure and meet specific deadlines.

Sheet Metal Inc is an equal opportunity employer (EOE) and does not discriminate against ones race, color, sex, national origin, age, disability or religion. All qualified applicants will be considered for employment.

