

JOB POSTING DETAILS

Employer	1138969 Ontario Inc. (Springer Aerospace) (Springer Aerospace)	Job Type	RI
Job Title	Production Supervisor	Duration	Full Time
Job ID	11522	Location	Echo Bay
Date Posted	October 1, 2021	Closing Date	November 19, 2021

Job Overview - Description & Duties

The Production Supervisor manages, co-ordinates and monitors all activities on the projects under his responsibility. The Production Supervisor is the person responsible and accountable to ensure the successful completion of the project. He ensures that the project is completed within budget and on schedule, while ensuring that the Companies quality standards are met.

The Production Supervisors main duties and responsibilities are broken into the following general sections:

Project Related:

- Ensure workplace is safe for the employees;
- Ensure work performed meets or exceeds the required Quality Standards;
- Plan / organize the daily / weekly work activities to ensure that schedule requirements are met;
- Plan overtime work activities, as required and keep overtime to a minimum;
- Assign tasks to the technicians and monitor the in-process work activities to ensure that the work is performed within the quoted timeframe;
- Highlight manpower shortages or surpluses to DOM;
- Manage the work station;
- Supervise and provide technical guidance to the technicians. Coaching & training;
- Perform / participate in the actual performance of the work "hands on", whenever possible;
- Attend & participate in various Production meetings;
- Monitor project progress and report any issues to the DOM that may affect aircraft delivery;
- Monitor the hours expended on the Routine Tasks;
- Monitor the hours expended on the NRC's and revise them as required;
- Ensure personnel are charging against the correct work orders;
- Review & approve labour expenditure reports and resolve any related issues;
- Ensure that NRC's are raised for any tasks that are beyond the scope work;
- Estimate the time required to complete NRC's;
- Ensure personnel are performing tasks in accordance with approved documentation;
- Ensure that aircraft documentation is completed in accordance with the Companies Standards and Operators requirements;
- Report any quality issues to the DOM and QAM, as required;
- Ensure personnel are following instructions and performing tasks in accordance with Companies policies & procedures;
- Ensure material, subcontracted services and special tooling requirements are requested through Purchasing and follow up on the requirements;
- Review and approve Purchase Requests;
- Perform any other duties as required to support operational requirements.

Customer Related

- Interact directly with the Customers Technical Representative "Tech Rep" on any issues related to their projects and ensure that the DOM is informed of any issues that affects aircraft schedules or customer satisfaction;
- Interact with the Tech Rep for NRC approvals;
- Meet with the Tech Rep daily, or as required to discuss aircraft status;

General Administrative & Management

- Ensure the workplace is clean and safe at all times;
- Promote Safety Management System & raise SMS's whenever required;
- Promote Continuous Improvement Activities & Incentives;
- Apply and adhere to safety policies; Personnel / Human Resources
- Monitor employee attendance and take the necessary steps to correct non-conformances;
- Monitor employee performance (efficiency, quality, attitude, etc.) and take the necessary steps to coach and correct them;
- Ensure a progressive approach is taken towards discipline in coordination with the DOM;
- Ensure employees adhere to established Company Policies;
- Conduct performance evaluations;
- Review & process administrative documents (vacation requests, bank time, etc.)

Required Skills

Requirements:

The ideal candidate will have the following aptitudes:

- Aircraft Maintenance Engineering diploma;
- Aircraft Maintenance Engineering License "M" category;
- Greater than 5 years of experience as AME;
- Read and interpret drawings;
- Proficient in Enterprise Resource Planning (ERP);
- Committed to Continuous Improvement;
- Experience in team management (performance evaluation, disciplinary process, etc.);
- Experience in project management (managing priorities, deadlines, quality and budgets);
- Ability to multitask & handle changing priorities under pressure;
- A mature approach to work by taking ownership and responsibility if stressful situations should arise;
- Ability to motivate and coach employees;
- Initiative, interpersonal skills and positive attitude;
- Excellent communication and problem-solving skills;
- A commitment to teamwork and working in a safety oriented atmosphere;

Other Requirements

NA

How to Apply

Please apply to: hr@springeraerospace