



Concorde Precision Machining
481 Silver Creek Industrial Drive
Lakeshore, Ontario, Canada N8N 4W2
Tel. 519-727-5100 Fax 519-727-5352

Machine Shop Supervisor

Job Summary

Under the direction of the General Manager and Manufacturing Manager, plan and organize the daily running of the machine shop. Supervise and assign work duties and tasks to machinists and general labourers. Responsible for front-line troubleshooting and problem resolution.

Specific Responsibilities:

- Responsible for daily running of the machine shop, supervise staff, troubleshoots problems, and monitors and reports progress of work to completion.
- Involved in scheduling the machines
- Responsible for ordering of standard tooling required to complete work and to work with the Technical Manager on special tools
- Assist with the planning and processing of parts.
- Assist in the development of standards to meet safety and operational needs and contributed to the development of policies and procedures.
- Deliver training or oversee training of employees to ensure development of a competent staff to meet the needs of the organization and to ensure individual skills development in line with machining requirements.
- Work with General Manager/Manufacturing Manager to provide objective information and input with respect to recruitment, probationary and annual performance reviews, merit increase recommendations, discipline and overall supervision of staff.
- Assist in establishing standards and best practices for each position classification on shop floor.
- Ensure health & safety policies and practices are adhered to, including follow-up for completion of identified deficiencies on the Monthly Workplace Inspection Report. Act as the Management Representative on the Joint Occupational Health and Safety Committee.
- Is responsible to aid in eliminating employee accidents/ incidents and makes recommendation to maintain a safe working environment.
- Organize the scheduling of the department in regards to vacations, sick days, etc. as to not interrupt daily operations and timeliness
- Ensure all ISO requirements and shop floor procedures are followed and documented as required including completion of inspection reports and assisting the Quality Manager with root cause analysis investigation and follow up resulting from non-conformances.
- Make suggestions and assist in the implementation of actions to ensure continuous improvements are made in all aspect of shop operations.
- Assist staff with difficult and complex crane operations.
- Moderate level of physical effort required, at times heavy lifting.
- Working with the Technical Manager regarding any shop maintenance



Concorde Precision Machining
481 Silver Creek Industrial Drive
Lakeshore, Ontario, Canada N8N 4W2
Tel. 519-727-5100 Fax 519-727-5352

- Perform adjustments on weekly payroll
- Provide a ship list to the Office Manager one week in advance
- Perform all other duties as assigned

Knowledge and Skills:

Knowledge of machining equipment, including Heidenhain and Fanuc; also including milling, grinding, fabrication, overhead cranes and forklifts. Strong mechanical problem solving and organizational skills, with the ability to work under pressure to maintain production scheduling deadlines. Understanding of GD&T. Excellent written and oral communication skills.

Experience:

Seasoned professional with ten (10) plus years' experience within a leadership role, specifically in a machine shop.

Company Background

Strengthening communities by advancing manufacturing.

Concorde Precision Machining, a subsidiary of Reko International Group Inc., specializes in large & medium precision milling and boring machining for the transportation, energy, and oil and gas industries.

We are continuously seeking out the best and the brightest to become an integral part of a life-long opportunity and contribute to a vibrant future at our company. At Reko, we invest in our people and give them the tools they need to achieve success by offering apprenticeship programs, tuition reimbursement, and referral bonuses.

Our goal is to help our employees create their own success by providing every opportunity for them to thrive. We offer a healthy work-life balance, competitive wages and benefits, opportunities for personal and professional growth, a company contributed retirement savings plan, recognition awards, corporate discount programs and much more!

Invest in your future, join the Reko team today!

Only selected candidates will receive a response. Thank you for your interest.