



JOB DESCRIPTION:

Position Title: Manufacturing – Production Superintendent

Reports To: General Manager / Operations Coordinator

Manufacturing Production Superintendent

Key Tasks and Responsibilities

The Manufacturing Production Superintendent will oversee all plant production, materials, equipment and tools to ensure efficiency is maintained and projects remain on schedule for the manufacturing of underground mine equipment. Will conduct meetings with floor personnel to ensure work is properly delegated and deadlines are met. Will maintain the ability to prioritize projects and ensure they remain on schedule. Will support and strive towards safety in all facets of the manufacturing facility. Resolve safety problems that arise and complete required paperwork, ensure shop equipment is being tracked, maintained and available as required, assist with resolve of manufacturing issues as required. Will work closely with the Operations Coordinator in the planning and communication of daily plant activities.

Experience and Skills

- Mine equipment manufacturing / service / maintenance experience
- Industrial manufacturing experience is an asset

Education and Training

- Grade 12 diploma or higher DOE
- Heavy Duty Mechanic / Hydraulic / Industrial Technician

Competencies

Core Competencies

- Supervision and direction of various employees in a manufacturing environment including Assembly Technicians, Technical Technicians, Hydraulics Technicians, Heavy Duty Equipment Technicians, Welders, Fitters, and General Labours.

Department Competencies

- Communication
- Builds collaborative relationships
- Interpersonal skills
- Organized

Role Competencies

- Teamwork
- Adaptable

- Coordinating work
- Project management

Technical Competencies

- Mechanical aptitude
- Hydraulic systems aptitude
- Electrical component for equipment aptitude
- Ironwork aptitude
- Quality control and assurance
- Proficient in MS Office Suite (Word, Excel, and Outlook)

Position Details:

- Supervision and direction of manufacturing facility activities
- Maintains and updates manufacturing equipment information and repair.
- Assist other maintenance personnel with equipment repairs and research.
- Assisting with the planning and coordinating of maintenance and manufacturing jobs and projects.
- Work directly with production personnel to isolate and repair equipment problems.
- Participates in plant safety, health and environmental programs.
- Ability to read and interpret documents and drawings.
- Ability to assist with detailed repair reports as well as good verbal communication.
- Assist with job estimates based on craft or skills required, sequence required and number required.
- Assist with the overall total cost estimate for the work to be performed: labor, material, and outside services.
- Manage the status of work control and backlog for work order submission to work order completion. Status may include: waiting for planning, waiting parts, ready to schedule, scheduled, etc.
- Actively participate in scheduling meeting with operation partners to finalize priority of work orders, optimum downtime windows, and necessary lead times.
- Issue scheduled work orders with job plan packets to supervisors.
- Assist with recruitment and hiring of plant personnel
- Communicate all health and safety concerns to employees and management.
- Make constructive suggest pertaining to plan performance

Other:

- Excellent interpersonal and communication skill
- Strong computer skills are imperative
- Self-started who can work within a team environment
- Some travel is expected
- Can work flexible hours when required
- Knowledge of mining operations and mining equipment

The above description reflects the general scope and nature of the work performed. This description is not intended to reflect every duty and responsibility of the position, but is intended to give a general outline of the position and its responsibilities. It is understood that the duties and responsibilities may change from time to time