



Job Title: Shop Foreman
Job Classification: Full-Time, Exempt
Direct Supervisor: Operations Manager
Department/Group: 206 – Production Administration

Summary of Position

The **Shop Foreman** is responsible for directing and coordinating all daily production activities to ensure safe, efficient, and high-quality manufacturing operations. This position provides hands-on leadership to production staff, oversees workflow, maintains equipment readiness, and ensures adherence to all company policies, safety procedures, and performance standards.

Essential Duties and Responsibilities

- Supervise, train, and coordinate the activities of production personnel to meet daily production targets and maintain quality standards.
- Review work orders and develop production schedules in alignment with operational requirements & timelines.
- Monitor shop operations to ensure compliance with safety, quality, and productivity goals.
- Inspect materials, products, and equipment to detect and prevent defects or malfunctions.
- Perform and document preventative maintenance on machinery; maintain inspection and maintenance logs for all equipment.
- Conduct routine inspections of safety devices and equipment (e.g., guards, switches) and coordinate repairs as needed.
- Plan and conduct monthly safety meetings and training sessions.
- Develop, implement, and maintain Standard Operating Procedures (SOPs) and work aids to support production efficiency and consistency.
- Operate machinery, assemble, package, or assist in production tasks when not actively supervising staff.
- Identify and resolve inventory discrepancies; process bin transfers and maintain accurate records of material movement.
- Organize and continuously improve the storage, documentation, and handling of raw materials and finished goods.
- Perform additional duties and responsibilities as assigned.

Qualifications and Requirements

Experience

- Minimum of five (5) years of experience in a manufacturing or production environment preferred.
- Minimum of three (3) years of supervisory experience preferred
- Experience with inventory management systems and forklift operation required.

Technical Skills

- Ability to read and interpret technical drawings and production documents.
- Ability to troubleshoot and or perform repairs on mechanical equipment.
- Ability to program/troubleshoot CNC milling equipment and other machinery to support production.

Core Competencies

- Demonstrates leadership ability with excellent communication and interpersonal skills.
- Strong organizational and problem-solving skills; ability to manage multiple priorities effectively.
- Self-motivated, dependable, and committed to fostering a safe and efficient work environment.
- Requires frequent standing, walking, bending, and lifting up to 50 pounds.
- Personal protective equipment (PPE) must be worn in accordance with company safety policies.

The anticipated pay for this position will be between \$60,000 and \$70,000, depending on applicable qualifications and experience.