



Job Description

Job Title: Foreman

Department: Production

Reports to: Production Manager

FLSA Status: Non-Exempt

Job Description

The Foreman must have extensive knowledge of AC and DC electric motor and generator repair; knowledge of balancing, machining, winding electric motors, disassembly, assembly processes, procedures and policies. The Foremen will oversee the Lead Mechanics and responsible for floor personnel. He or she will inform the Production Manager of operational problems, bottlenecks and inefficiencies.

Job Duties

Ensure all personnel are using QMWizard: work with the supervisors to ensure they are checking timesheets, training their departments correctly and improving the work processes.

Keep the laborers productive, so all delivery dates are met.

Review Job List 2 times a-day (am & pm), 'All Approved', 'Expedited', 'Price 1st', 'All Sales'

Task each Supervisor every afternoon before 4:00pm, so they are prepared for work next morning

Update Job Status' as needed

Track Labor hours versus Quoted Hours;

Actively contribute to your Management Team's Strategic Goals. Use the Delegation Contract. Maintain a positive work environment through direct interaction with all levels of the organization.

Lead production floor department(s) to assure all jobs do not exceed the quoted labor hours. Assist, as needed, in all areas of production.

Communicate with Facility Team and Production Manager repair or replacement needed for production related testing and asset equipment.

Management of personnel resources

Lead by example with safety and quality mindedness. Lead Supervisors to complete daily scheduled tasks and maintain production schedules. Review Job Packets for completeness and prepare Non-Conformance Reports when identified. Lead and drive personnel. Use management and communication skills to maintain moral and improve floor efficiency; reduce production costs related to materials and labor. Identify high-potential and under-performing employees and recommend actions to improve their performance, consult with Production or Operations Managers, and Human Resources.

Provide hands-on and on-the-job training for all production employees utilizing Bradleys 1-3-2 and 1-3-0 Workforce Development Program. Motivate, coach, counsel and develop personnel and identify the best personnel for the job. Treat all colleagues and personnel with respect and professionalism.

Oversee all Active Jobs within your Department(s) and maintain a general awareness of all projects to their completion. Work closely with Safety, Quality and Environment Departments to ensure every job is completed to Bradleys' written procedures and/or the agreed upon customer repair specifications to meet Bradleys Quality Standards. Stop any job, at any time, until operational excellence and Bradleys' Quality Standards are satisfied.

Perform all tasks as directed by Production Manager or Operations Manager.

Skills/Qualifications

Must have excellent verbal and written communication skills

Advanced working knowledge software including, but not limited to: MS Outlook, Excel, Word and PowerPoint.

MotorBase and QMWizard Software experience desired, but not necessary.

Understand, perform and retain various job-related training and operational safety procedures

Intermediate to advanced mechanical aptitude

Learn, train, implement, and adhere to Bradleys safety regulations

Willingness to learn and train the latest production processes, procedures, and technical software

Must be available to work overtime and weekends, as needed

Understand and implement Bradleys ISO quality processes, programs, and procedures

Must have excellent organizational abilities

Physical ability to safely lift 50 pounds

Education & Work Experience

Minimum of ten years of technical hands-on experience with electric motor repair and service is required, with at least three years of management/supervisory experience. Three plus years of College credit hours or bachelor's degree preferred.

Physical Demands

O = Occasionally (0 to 33%)
F = Frequently (34 to 66%)
C = Continuously (67 to 100%)

Overhead Lifting	O	Up to 25lbs
Waist Level Lifting	O	Up to 50lbs
Floor Level Lifting	O	Up to 50lbs
Pushing/Pulling	O	
Sitting	C	At Desk
Standing	F	
Walking	F	Walking the shop floor
Carrying	O	Paperwork/ Tool
Climbing	O	Stairs
Crawling	O	
Balancing	O	

Stooping	O	
Bending	O	Checking equipment
Kneeling	O	Checking equipment
Twisting	O	
Reaching	O	
Finger Dexterity	C	Phones, Writing, Computers
Handling	C	Paperwork/ Tools/ Equipment
Grasping/Gripping	O	Tools/ Equipment
Feeling	O	
Talking	C	Training/ Directing
Hearing	C	Directions/ Instructions
Vision	C	Detail
Weather	F	Extreme Heat/ Cold

Employee Signature

Date