

WOOD SHOP LEAD FOREMAN

Division/Department Stresscon

Location Colorado Springs, Colorado

Job Title Wood Shop Lead Foreman

GENERAL DESCRIPTION

Plan, direct and coordinate the work activities and resources necessary to ensure the overall productivity and product quality of the wood shop. Ensure that the final product is in accordance with the cost, safety, and quality specifications.

RESPONSIBILITIES

- Oversee and direct day-to-day activities of wood shop department and workforce.
- Work closely with project design teams to coordinate production forming concepts and needs.
- Evaluate and review personnel to assist in hiring, promotion, or disciplining when necessary.
- Train personnel and observe safety procedures to ensure proper use of equipment and materials.
- Recommend the purchase of tools, supplies, and equipment as needed and for inventory.
- Maintain wood shop tools.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Training from a technical or vocational school preferred. Experience with AutoCAD 2015 is a plus.
- Skilled with woodworking tools.
- Minimum one year experience in various wood shop roles.
- Able to speak English and communicate effectively.
- Proficient math and computer skills.
- Possess a general knowledge of business processes such as profit and loss, profit margins, accounting, and other general business principles.
- 1+ year's supervisory experience to include employee relations, performance management, hiring, training and coaching.
- Good communication and interpersonal skills.
- Demonstrates accuracy and thoroughness.
- Must be highly motivated and able to work independently.
- Knowledge of forming concepts and methods.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is sometimes required to:

- Have full range of mobility in upper and lower body.
- Be able to reach overhead.
- Be able to work in various positions, including, but not limited to, stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time.
- Be able to lift, pull, and push materials and equipment to complete assigned job tasks.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.