



Position Overview:

The Manufacturing and CNC Manager reports to the Vice President and is responsible for effectively supervising and coaching assigned shifts/employees in the production department to achieve the required safety, quality and production goals of the Company. The Manufacturing and CNC Manager carries out supervisory responsibilities in accordance with the Company's policies and applicable legislation.

Responsibilities and Accountabilities:

- Support all phases of the manufacturing process for product being built, including: product quality, cost improvements, on-time delivery, and product manufacturability.
- Analyzes production schedules to estimate work requirements for completion of job assignments.
- Analyze manufacturing process flows continually for the enhancement of quality, cost reduction, and throughput.
- Develop and implement process control techniques and procedures into manufacturing environments.
- Coordinates production schedules with other shifts to ensure meeting production goals and deadlines; exchanges timely information with other supervisors on interdepartmental product flow and work force needs.
- Analyzes work orders/prints and ensures the specifications are understood and translated to employees.
- Ensures that product is in process at all times; plans and organizes work for smooth operations.
- Provide documentation support (manage change documentation system, work instructions, process flow charts) as required by manufacturing.
- Anticipates production problems, (i.e., material shortages, equipment malfunctions, rush orders, etc.) such that loss of work hours is minimized and production and quality objectives are achieved; resolves work problems and recommends measures to improve productivity.
- Monitors cycle times and shift expectations.
- Maintains tool inventory and department supplies.
- Actively support manufacturing in any problems with equipment and processes
- Operates within acceptable Quality and ISO9001 standards; ensures quality standards are being met throughout the entire production process and supports efforts to prevent any defects from leaving a work area.
- Acts as a liaison between the production floor and Engineering department to clearly communicate technical issues on the production floor.
- Responsible of overseeing company transactions (time and operations) in company Intranet system.
- Ensures that all production employees use production documentation properly.



- Assists Engineering with design and implementation of fixtures and jigs to improve efficiency and productivity within the production and fabrication process.
- Assists Quality Assurance and Engineering personnel in testing, troubleshooting and modifying processes to improve production methods, equipment performance and quality of products.
- Constantly monitors employee safety practices, and corrects unsafe acts or conditions, re-trains employees, and/or recommends disciplinary action as needed.
- Maintains a high level of cleanliness and organization throughout the production work area at all times, ensures proper handling of tools and equipment, and correct operation of machinery to provide a safe working environment.
- Counsels lead hands on Company policies and procedures that apply to their department.
- Approves vacation requests in accordance with the Company vacation policy.
- Performs other administrative activities necessary for the effective management of the department including but not limited to Health and Safety reports, production and maintenance reports, etc.

CNC Machining

- Assists machine operators in the setup, operations, troubleshooting and maintenance of CNC equipment.
- Performs minor repair tasks to CNC machines and assists with preventative maintenance and upkeep of CNC equipment as able.
- Coordinates and oversees outside / contracted CNC maintenance personnel.
- Trains employees on job functions and the operation of CNC machines; works with employees to develop machining skills to a higher level.
- Involved in setup of new projects. Edits programs, tests PPAP parts and establishes processes.

Administration

- Responsible for employee relations which includes, but is not limited to, hiring, work direction, mentoring, coaching, disciplining and the identification of training needs for employees.
- Manage and mentor employees. This includes setting performance targets and establishing goals each year with employees and conducting performance reviews as required by company policy.
- Ensure site compliance to all labour, human rights, safety, and environmental regulations.
- Ensures that all employees are suitably trained/qualified/licensed for the various tasks and jobs they must complete.
- Responsible for addressing safety concerns and hazards raised by direct reports with the support of the HR Department.
- Maintains an acceptable level of performance by following established policies and procedures, and participating in continuous improvement efforts by supporting and implementing new ideas.
- Sets a positive example by maintaining a respective attitude and working professionally with subordinates, co-workers, management, and internal and external customers.
- Is a productive team member and helps to meet established departmental and company goals.
- Wears appropriate personal protective equipment at all times when required.



- Reports to work for regularly scheduled shifts on time and ready to work and is available for situations requiring assistance outside of your regularly schedule shift.
- Follow all company policies and health and safety procedures.
- Effectively gives and receives feedback and willingly asks questions and seeks direction when needed.
- Willingly accepts responsibility of sharing skills and knowledge with other employees.
- Perform all other duties as may be assigned from time to time.

Qualifications:

- Must meet the requirements of the Canadian Controlled Goods Security Assessment Application as per Section 15 of the Controlled Goods Regulations, SOR/2001-32.
- A degree in Mechanical Engineering, a diploma in Manufacturing Engineering Technology or equivalent plus work experience.
- Excellent communication, independence, organization, and computer skills.
- Strong skills in manufacturing and processing engineering with knowledge of machining, welding and fabrication.
- Computer skills including Microsoft Office Suite, Mastercam v9+ an asset.
- Strong motivator to provide effective leadership and create a positive working environment.
- Supervisory experience in a production manufacturing setting.
- Ability to plan, organize and coordinate production. Must be adaptable to a changing work environment.

Successful applicants must meet all requirements under the Canada Controlled Goods Regulations (CGR) and must be approved as mandated by Public Works & Government Services Canada and applicable contractual obligations.

Interested applicants should forward their resume to hr@adjindustries.com.

Accommodation is available in all aspects of the recruitment process. If accommodation is required applicants should make this known in advance.

We thank all who apply however only those selected for an interview will be contacted

For more information please visit our website at www.adjindustries.com