

M. G. NEWELL CORPORATION

JOB DESCRIPTION

JOB TITLE: Shop Supervisor

DEPT: Engineering

SUPERVISOR: Director of Engineering

PRIMARY PURPOSE:

The primary purpose of this position is to facilitate smooth flow of work through the shop and help maintain quality standards and schedule.

JOB DUTIES:

- Coordinate the transfer of work requests from engineering to shop personnel.
- Act as a liaison between engineering and shop personnel to supply adequate information (drawings, sketches, descriptions, etc.) to perform requested work.
- Generate shop fabrication drawings including but not limited to General Assembly drawings for customer and internal approval, fabrication drawings, cut schedules, and associated bill of materials.
- Order and keep supplied expendable items for shop. Examples include nuts, bolts, end caps, welding gas, cutting and polished supplies, etc.
- Communicate with other divisions as necessary to get work completed in the shop.
- Work with Fabrication Coordinator to plan and prioritize shop work based on promised delivery, urgency, and input from Engineering.
- Maintain on-going status of jobs in shop to advise Director of Engineering weekly.
- Help or delegate crating of parts for shipping.
- Communicate with vendors and customers as needed.
- Continue duties as Draftsperson. Create drawings as needed to support shop work and as needed by Engineering

- Review drawings and CAD work generated by shop Draftsperson to ensure correctness and designs comply with customer and GMP standards.
- Monitor job quality. Be sure assigned quality checks have been completed and meet M.G. Newell standards.
- Monitor and enforce shop safety protocols. Maintain safety training and equipment inspection logs.
- Perform routine shipping and receiving duties as necessary.
- Perform annual performance evaluations of shop personnel.
- Other duties as needed.

REQUIRED SKILLS, EDUCATION AND REQUIREMENTS:

- Bachelor's Degree preferred, Associates Degree required
- Must have a minimum of 3 years of shop or warehouse experience
- Minimum of 3 years of supervisory experience
- Strong written and verbal communication skills
- High level of attention to detail and organizations skills
- Must be able to leverage technology to drive process improvements
- Proficiency in MS Office applications; (must be intermediate or higher in Excel skills)

M. G. Newell Corporation has been in business for over a century providing sanitary process components and integrated process systems to the food, dairy, citrus, beverage, pharmaceutical and personal care industries. With divisions in Greensboro, North Carolina; Louisville, Kentucky, and Nashville, Tennessee, our services extend to the Mid-West, MidAtlantic, and Southeastern United States.

M.G. Newell is an Equal Opportunity employer and will consider all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

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