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<b>JOB TITLE:</b>	<b>Production Foreman</b>
<b>Supervisor:</b>	<b>Operations Manager</b>
<b>Pay Range:</b>	<b>\$30.00 to \$35.00 per hour</b>

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#### **ABOUT ALEXANDER TUBULAR INC.**

Alexander Tubular Inc. (ATI) is where innovation meets industry! We're not just your average company; we're a bold startup venturing into the world of producing high-quality HDPE pipe products. While we're in start-up mode, we are also part of a thriving, collaborative, and supportive community. We're on the lookout for passionate individuals ready to help shape the future of our industry.

Unlike traditional manufacturing positions, at ATI, you're not just a cog in the machine; you're a crucial player in building the foundation of our success. We're building more than just a business; we're building a legacy!

#### **JOB SUMMARY:**

We're hiring a Production Foreman who will lead our dynamic team of Production Operators. Your primary responsibility will be to direct, supervise, and coordinate machine set-ups and operations.

Reporting to our Operations Manager, your mission is to ensure the economical manufacturing of parts/products that meet safety, quality, quantity, schedule, and cost requirements.

#### **ESSENTIAL FUNCTIONS:**

- Organize and assign work to utilize available skills, knowledge and experience between the operators, labor hours, machines and tooling to obtain favorable machining costs, quality and workmanship.
- Provide regular training, instruction, and guidance while maintaining close surveillance over set-up procedures and machining operations.
- Verify production meets Quality standards for all work in progress and finished good.
- Resolve issues in a timely and efficient manner, with limited supervision.
- Enforce company policies and procedures.
- Maintain a clean safe work environment.
- Monitor operating parameters of the extruders and downstream equipment.
- Make necessary adjustments to extruder, die, water, or vacuum on a production line to ensure the highest quality product is attainable.
- Ensure the pipe is marked with proper print line as specified in Quality Manual.
- Ensure pipe dimensions are within tolerance including wall thickness, outside diameter, length, and overall appearance.
- Perform SDR and size changes including the setup and changeover of all the production lines.
- Stack, coil and/or bundle finished products in compliance with Quality Policy Manual.
- Keep up with resin material going to your lines.
- Responsible for on-line Quality Control.
- Responsible to document all dimensions of product on Production reports in a neat, accurate and timely format.
- Maintain working environment free of unnecessary equipment and materials.
- Comply, support, and promote all Alexander Tubular Safety policies.
- All tasks assigned to you by your immediate Supervisor.
- Assist with training of new personnel on a continual basis on Safety, Quality, and Productivity.
- Able to make decisions about production issues as they arrive.



**ESSENTIAL FUNCTIONS CONTINUED:**

- Basic knowledge of computer functions and applications, including Microsoft Word, Excel, and Power Point.
- 2-3 years relevant work experience in a manufacturing environment
- Prior supervisory experience

**PHYSICAL REQUIREMENTS:**

- The incumbent will perform physical efforts such as climbing, lifting to 50 pounds, and reaching.
- The incumbent will also be seated for short periods of time and do repetitive work at the computer in addition to considerable walking.
- Stands 80-100% of the time. Must squat, bend or stoop as much as 25% of the time on some days.
- Must be able to operate hand and pneumatic powered tools. Must also be able to utilize chains, slings, and hooks. Must be able to operate keyboard on microprocessor equipment.
- May be required to climb stairs or ladder and work on elevated platforms. Involves getting into and out of lift trucks and other mobile equipment.
- Must be continually alert to mobile machinery. Must be able to cope with the pressures of extrusion equipment that runs continually in a 24-hour period. Must be able to understand and retain safety subject training.

**GUIDELINES:**

- Incumbent uses guides and employer standard operating procedures, in addition to handbooks, policies, and precedents.
- Guidelines include equipment management regulations and directives, handbooks, precedents, and files of previous projects.
- The Incumbent implements adaptations in dealing with problems and unusual situations always with the best interest of the company in mind.
- Guidelines may include the quality management manuals.

**COMPLEXITY:**

- As the level of difficulty increases, the incumbent considers differences in the courses of action and refines methods or develops new techniques, concepts, theories, or programs to solve problems.
- Incumbents will frequently be faced with unusual circumstances and incomplete or conflicting data in addition to various staff and personnel who have special interests and individual priorities, which may conflict with existing policy and procedures.
- The level of difficulty will vary from mild to intensive and complex circumstances on a routine basis.
- The incumbent is often required to depart from past approaches and to extend traditional techniques or develop new ones to meet major objectives and projects without compromising responsible methods and integrity principals.

**SCOPE AND EFFECT:**

- The purpose of the work is to conduct precise equipment operations in the production department and manage it with methods and contribute to the generation of a profit by providing quality services to our customers.



**SUPERVISORY CONTROLS:**

- Incumbent is under the immediate supervisor of the Operations Manager.
- Supervisor assigns work on information regarding the objectives, priorities, and deadlines.
- Incumbent handles all work independently according to instructions, established policies, and generally accepted principals.
- Supervisor assigns work in terms of objectives and basic priorities and is available for consultation in resolving complex or controversial issues.
- Incumbent independently plans and carries out the projects and selects the approaches and methods to be used in solving problems.

**NOTE:**

- The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

**HOW TO APPLY:**

Please send us an email letting us know you're interested in joining our team. Please make sure you include your resume. Our email is: [hr@alexandertubular.ca](mailto:hr@alexandertubular.ca)

**If you've already applied to one of our other openings, no need to reapply. We've got your application and will consider you for all of our openings. We appreciate your interest in joining our team and the time you took to apply, we don't expect you to apply twice!**

**EQUAL OPPORTUNITY EMPLOYER:**

ATI is committed to providing equal employment opportunities to all employees, job applicants, and stakeholders. We foster an environment based on diversity, equity, inclusion, and belonging, ensuring a workplace free from discrimination based on race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Our hiring decisions are based on qualifications and merit, creating an inclusive environment where all individuals are treated with respect. We comply with all applicable laws and regulations governing equal employment opportunities and welcome candidates from diverse backgrounds.

If you require assistance or accommodation during the application process, please let us know.