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Tool & Die Supervisor

Reports To

Foundry Manager

Job Summary

- The Tool & Die Supervisor under the direction of the Foundry Manager, will primarily be responsible to supervise and coordinate the activities of employees engaged in production and repair of Patterns – both wood and metal, metalworking dies, jigs, fixtures, gauges, and cutting tools, applying knowledge of machining and tool and die construction.
- Schedule jobs in die room to support press room schedule, by working with production supervisor; ensure timely delivery of tools to press department and hold team accountable to deadlines
- Assist in servicing dies as needed in support of press room schedule
- Work with production supervisor to identify and correct issues on tools with repeat problems; active member of corrective action team
- Monitor tagging system, including red tags to ensure tools are ready for production
- Participate in quoting process as needed to determine tool status, etc.

Tool Room Organization

- Work with maintenance providers to develop and maintain PM/calibration schedule for tool room
- Coordinate tooling procurement and replenishment; streamline tooling storage area
- Develop and maintain 5S program in tool room; work with team to ensure clean and orderly work environment
- Complete tool or engineering change requests to ensure proper documentation control

Competencies

- Accountability - Takes ownership of personal workload, as well as the workload of employees under his/her direction.
- Coaching - Engages in regular, structured discussions with employees in order to encourage and improve individual employee performance, and attain organizational objectives.
- Conflict Management - Foresees potential conflict and takes preventative steps. Handles conflict when it arises; assisting with resolution or determining solutions.
- Decision Making - Makes concrete, well-informed and thought-out decisions that support the overall organization. Has the ability to make quick, effective decisions even when data and details are limited.
- Health and Safety Leadership - Ensures that employees are following health and safety policies, procedures and regulations. Models appropriate behaviours.
- Leadership - Works well with a wide range of individuals to provide support, coaching, encouragement, and direction.
- Managing Performance - Identifies employee's strengths and weaknesses and provides long-term direction and support regarding areas of growth.
- Problem Solving - Able to break down a situation into smaller pieces to identify key issues and figure out cause and effect relationships in order to solve. Use logic and analytical methods to come to realistic solution.
- Project Management - Accurately estimates duration and level of difficulty of tasks and projects. Sets out goals, objectives, and work plans to complete tasks and projects. Determines where work needs to be delegated.
- Results Orientation - Able to focus on desired outcomes, and the means by which they are achieved by meeting and or exceeding standards based on past performance, goals, and objectives, as well as the performance and/or achievements of others.
- Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment.

Job Duties

- Develop strategic performance metrics and targets that are consistent with company goals
- Ensure that all employees comply with company policies, procedures, and ethical standards
- Ensure the effectiveness of employees through strategic hiring, assignment of duties, discipline, and dismissal
- Manage and monitor project resources
- Oversee project management to ensure effective milestone planning and timely completion of deliverables
- Oversee staff to ensure work is being performed according to established standards
- Plan the department's workload and flow
- Translate strategic goals into practical actions
- Provide leadership for employee relations through effective communications, coaching, training, and development

- Evaluate employee performance and provide feedback, coaching, and formal evaluations
- Provide informal feedback and coaching to staff on an ongoing basis
- Ensure that safe work practices are being followed
- Ensure that all staff under your direction are equipped with and are using the proper personal protective equipment
- Ensure employees have clear goals and are aware of expectations
- Coordinate activities by scheduling work assignments, setting priorities, and delegating work accordingly
- Oversee compliance with company policies and standards for cost control, waste reduction, quality, safety, and complete and on-time delivery
- Oversee all workmanship to ensure high standards and efficiency
- Oversee departmental outputs, ensuring they meet production schedules, safety and quality standards, as well as customer needs
- Oversee all manufacturing and processing procedures, the setting of machine or equipment controls, as well as the production and inspection processes
- Participate in site and workplace inspections

Job Requirements

Required Qualifications

- 5+ years stamping tool/die design, repair and maintenance experience in a management role within a manufacturing setting.
- Foundry Experience considered an asset
 - Working knowledge of stamping dies and machining equipment, including grinding, lathes, mills; EDM and CNC experience
 - Degree or an advanced degree in a manufacturing field related to industry
 - Certifications or licences appropriate to manufacturing industry
 - Demonstrated project management skills
 - Sound analytical thinking, planning, prioritization, and execution skills
 - Ability to plan, organize, develop, implement, and interpret goals, objectives, and policies
 - Ability to delegate, set expectations, and monitor progress of all direct reports
 - Ability to supervise and motivate a team to achieve and exceed their goals
 - Ability to identify issues and implement creative and strategic solutions to overcome problems
 - Ability to remain calm and poised in urgent situations

Employee Support

- Communicate business decisions to the group for support; keep management aware of situations that are difficult or uncomfortable

- Support completion of employee evaluations in area with supervisor
- Support the completion of accident and incident reports
- knowledge of and support of the emergency evacuation plan
- Support time and attendance policies
- Support reassignment of resources and/or employees to meet business needs

Work Conditions

- Frequent overtime
- Interaction with employees, management, and the public at large
- Operation of desktop computer and peripherals
- Hot foundry environment