



# JOB DESCRIPTION

## OPERATIONS SUPERVISOR

<b>Incumbent:</b>	TBD	<b>Department:</b>	Operations
<b>Reports to:</b>	Plant Manager	<b>Title:</b>	Operations Supervisor (Wet Cast)
<b>Location:</b>	Guelph	<b>Review Date:</b>	April 2026

**Job Profile:**

The Operations Supervisor will oversee all Wet Cast production operations, including manpower and processes, ensuring safe, efficient and timely adherence to all project deliverables and in accordance with Company policy and procedures.

**Overall Responsibilities:**

- Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counselling, and disciplining employees, up to and including 1-day suspension; initiating, coordinating, and enforcing systems, policies, and procedures
- Maintains workflow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation and positive employee engagement within and between departments
- Completes production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; resolving problems; reporting results of the processing flow on shift production summaries
- Maintains quality service by establishing and enforcing organization standards
- Ensures safe operation of equipment by calling for repairs, evaluating new equipment and techniques
- Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources, maintaining compliance with established policies and procedures
- Leads and participates in all workplace inspections and hazard assessments
- Maintains strong working relationships with the union by following the terms of the Collective Agreement
- Resolves personnel problems by analysing data; investigating issues; identifying solutions; recommending action
- Contributes to team effort by accomplishing related results as needed

**Specific Responsibilities:**

- Review current production schedules, unit drawings and specifications to foresee material planning and forming requirements.
- Inspect production in progress and finished goods visually for compliance with drawings, specifications and quality standards.
- Supervise the stripping and setup of the daily production process and direct lead hands on issues related to quality, production priorities, material and man-hour allocations and safety in order to meet standards, minimize costs and provide a safe and environmentally friendly workplace.
- Inspect production work in progress and finished goods in conjunction with QC personnel for compliance with drawings, specifications and quality standards.
- Maintain inventory of raw materials and forms for daily production setup. Fill out and forward material requisitions through purchasing to maintain inventories at manageable levels.
- Oversee product repairs to ensure repairs are completed in accordance with quality standards and that units are cleared for yarding by timeframe assigned.
- Allocate manpower resources in accordance with the production schedule manpower plan requirements in order to minimize. Oversee the capture of labour hours for activities in the production processes. Reconcile daily employee hours to ensure accurate feedback for job costs.
- Maintain communication with the lead hands and plant employees during and post-production with the intent of continuing an on-going review and improvement of production processes.
- Provide leadership, guidance and support in an effort to maintain shop floor harmony to avoid labour grievances. Resolve potential grievances through consistent and fair application of the collective bargaining agreement. Maintain documentation of absenteeism, shop floor incidents and discipline of plant employees.
- Promote a healthy and active workforce by reviewing, discussing, implementing and practising safety policies and procedures disruption to labour force while meeting contractual and budget obligations.

<b>Required Skills and Attributes:</b>			
<ul style="list-style-type: none"> <li>• Ability to plan, organize, develop, implement, and interpret goals, objectives and policies</li> <li>• Demonstrated experience in supervising and motivating teams to achieve and succeed their goals</li> <li>• Ability to delegate, set expectations, and monitor the progress of all direct reports</li> <li>• Strong Organization and Leadership Skills with a proven ability to supervise and motivate a team to achieve and exceed performance goals. Quickly identify issues and implement creative solutions to overcome challenges</li> <li>• Effective communication skills (verbal and written in English)</li> <li>• Customer Focused (internal and external)</li> <li>• Experienced with ERP systems and Microsoft Office Suite (Outlook, Excel, Word)</li> </ul>			
<b>Education Requirements &amp; Qualifications:</b>			
<ul style="list-style-type: none"> <li>• Secondary School Graduation Diploma (SSGD)</li> <li>• Post-secondary degree or diploma in a related manufacturing field of study is an asset</li> <li>• Minimum 5-years of supervisory experience in a high-volume manufacturing environment. Union supervisory experience preferred</li> <li>• Degree in a Civil Engineering program an asset</li> </ul>			
<b>Working Environment:</b>			
<ul style="list-style-type: none"> <li>• Open office high traffic environment with appropriate facilities</li> <li>• Office workstation cubical. Workstations are equipped with a desk, chair, filing cabinet, mid-height partitions, integrated office phone, and computer</li> <li>• Normal office hours of operation 8:00 am – 4:30 pm with a 30-minute unpaid lunch break. Shift subject to change based on operational demand</li> <li>• Staff lunchroom facilities located on 2<sup>nd</sup> floor</li> <li>• Physical activities will consist of extended periods of plant and yard walking, some periods of sitting, periodic filing, inter-office walking, and meeting room attendance</li> <li>• Some exposure to seasonal weather conditions</li> </ul>			
<b>Approvals (name / signature)</b>			
<b>Manager:</b>		<b>Date:</b>	
<b>Director:</b>		<b>Date:</b>	
<b>Human Resources</b>		<b>Date:</b>	
<b>Compensation Disclosure:</b>			
The expected compensation range for this position is between \$80,000.00 to \$100,000.00 annually			
<b>Artificial Intelligence (AI) Disclosure:</b>			
Please note that CONCAST does not use artificial intelligence as part of the screening, assessment, and selection process.			
<b>Vacancy Status Disclosure:</b>			
This job posting is for an existing vacancy within our organization.			
<b>Employee Acknowledgement:</b>			
I have read this Job Description and reviewed it with my Human Resources representative and/or my Direct Supervisor.			
I understand and accept the outlined requirements and recognize that alterations may be required as business conditions and needs change.			
<b>Signature:</b>		<b>Date:</b>	

CONCAST is an equal opportunity employer, and we are committed to establishing a qualified and diverse workforce. We are committed to accommodating applicants with disabilities throughout the recruitment and selection process, in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*. Should you require disability-related accommodation to participate in our recruitment process, please contact Human Resources. Any information received relating to accommodation will be addressed confidentially.

Applications from qualified candidates and/or questions, comments or related feedback from employees should be sent to Human Resources at [HR@concastpipe.com](mailto:HR@concastpipe.com)