



Job Posting

Job Title: Supervisor, Tool Room
Status: Full Time
Reporting to: Manager, Machine Shop
Location: 1000 Morrison Drive, Ottawa

About Lee Valley:

Since 1978, Lee Valley has recognized that woodworking and gardening are not just hobbies, but are for many a lifestyle choice. Lee Valley Tools enjoys a proud 40-year history of providing high quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise to customers worldwide. Our customer service is renowned. We pride ourselves on providing quality in all products, whether developed and manufactured internally or sourced elsewhere.

A position at Lee Valley is more than just a job – we honor the time and dedication that our people give by providing sustained and meaningful employment and we strive to provide an environment where learning and development are encouraged.

Overview:

Reporting to the Manager, Machine Shop, the Supervisor, Tool Room is responsible for coordinating and organizing all activities associated with the execution of the tooling schedule in a manner that meets or exceeds all targets, in line with key performance indicators (KPI's). He/she is responsible for coaching, organizing, motivating and training a group of employees in a designated work center to achieve cost, quality, and on-time delivery objectives. The incumbent provides day-to-day guidance to others and coordinates the activity within the assigned area to ensure a smooth flow of work.

Key Responsibilities:

- On-time delivery
- Monitors tooling schedule and works with materials group, planning and production management to ensure uninterrupted machining and avoid downtime in support of delivery commitments

- Reviews tooling schedule to ensure that all forthcoming jobs are ready and offers suggestions to move or outsource work to help reduce capacity constraints and improve on time delivery
- Manages resources effectively to ensure key work centers are appropriately staffed
- Works with operators to remove obstacles and escalates all issues preventing the production of parts
- Ensures production is tracked accurately using the scheduling system Quality (Continuous Quality Improvement)
- Works with operators to ensure that all required documents are completed and submitted
- Monitors, maintains and develops performance measures, such as Machine Utilization, Performance Against Standard and Efficiency
- Provides coaching and training with respect to process operations, health and safety, and company rules and policies
- Monitors production, closely verifying that tools being produced are to the drawing
- Monitors quality levels to reduce defects and eliminate waste
- Works with Manager to assess performance and determine training requirements
- Works with employees to plan, monitor and provide timely and useful feedback of individual performance of unit members as well as provide training and development where needed
- Receives guidance in handling sensitive employee situations, such as performance issues, absenteeism, etc.
- Takes accountability for the behavior and performance of the assigned group and/or shift, and provides on-the-job training and mentoring to other team members Cost (Lean Manufacturing, Elimination of Waste)
- Communicates schedule to operators
- Ensures rapid set-ups, improved set-up times
- Reviews the manufacturing process and improves cycle times
- Is responsible for the overall efficiency and productivity of machines
- Ensures that preventative maintenance schedules for all machines are adhered to
- Participates in 5S activity and ensures that 5S audits are conducted per the audit schedule and procedure
- Ensures that all health and safety procedures are adhered to
- Identifies and eliminates waste General
- Responsible to ensure all equipment, tools, fixtures, etc. are operated and maintained to ensure they are functioning at a high level
- Participates in the salary planning process

Knowledge and Skills:

- 1-2 year college diploma, typically requires 5 years of experience in a manufacturing environment
- Machinist / Tool Makers license or applicable trade certificate, or equivalent years of machine shop experience
- A Manufacturing or Industrial Engineering background would be considered an asset
- Excellent communication, both written and verbal
- Ability to customize communication to influence others, with arguments that are supported by facts and research
- Strong change management and interpersonal skills
- Strong motivational, organizational and leadership skills
- Knowledgeable in respect to work holding and inspection fixtures
- Above average ability to read and interpret drawings
- A repertoire of problem-solving tools such as Six Sigma
- Knowledge of casting and pattern-making methods and processes

Job Specific Skills:

- Experience in leading complex operations
- Strong motivational, organizational and leadership skills
- Demonstrated effectiveness in cross-functional collaboration
- Previous leadership training and experience supervising employees
- Excellent understanding of all grinding, lapping and plane assembly processes
- A good understanding of inspection methods
- Previous experience working in a Lean Manufacturing environment.
- Experience with MRP systems, preferably Macola

Interested in joining the Lee Valley Team?

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