

Job Description – Production Lead Hand

Currently 2 openings available for the Afternoon Shift – Monday to Thursday – 2:45pm to 1:15am.

Overview – Production Lead Hand:

Cascadia Windows & Doors is an innovative, industry leader, creating beautifully designed architectural fiberglass windows, doors, and cladding support systems. Included in some of the most exciting and award-winning construction projects across North America, Cascadia’s goal is to help revolutionize the energy-efficiency of modern buildings and drive the adoption of high-performance building products.

The **Production Lead Hand** is a key role in Cascadia’s Operations Team and is responsible for ensuring each shift can effectively and efficiently complete the day’s production tasks. Based in our factory in Gloucester Estates, Langley, the Production Lead Hand leads multiple manufacturing stations, continually prioritizing, problem solving and supporting operations team members.

NOTE: Gloucester Estates area has limited transit service.

Qualifications & Skills:

- Experience in production or manufacturing environment, specifically managing operations personnel
- Production
 - Strong ability to prioritize and solve problems
 - Conduct pre-shift walk through of area (15 minutes prior to shift) to survey the work available and the potential challenges of the day
 - Ensure efficient and timely progression of products through each workstation
 - Monitor each employee’s workload and adjust accordingly
 - Monitor progress of employees on the shop floor in completing their tasks and assist if necessary
 - Recommend overtime as necessary
 - Provide daily feedback to opposite shift leaders on production challenges and opportunities
 - Understand production priorities and foresee potential challenges
 - Ensure priorities are communicated to, and followed by production staff
 - Ensure materials and supplies are ready prior to being needed
 - Communicate staffing needs to Operations Manager
 - Communicate to Production Manager and Operations Manager challenges and obstacles in reaching targets
 - Assist with other production tasks as assigned by Operations Manager
 - Safety programs
 - Set an example to the shop floor staff regarding support of our safety program and procedures
 - Ensure all new employees are trained properly regarding safety procedures when using machines or tools
 - Ensure plant staff is using appropriate/required personal protective equipment
 - Request training; cranes, forklift, etc.
- QC Tasks:
 - Perform daily random QC checks at stations, and document findings (form TBD)
 - Ensure all materials are inspected and quality is deemed acceptable before passing on to the next zone
 - Ensure quality checks are performed at stations, and document findings (form TBD)
 - Coordinate deficiency touch-ups prior to passing materials forward in the process
- Employee Management:
 - Good conflict management skills

- Strong people skills with ability to stay calm and make suggestions for continuous improvements
- Cross train staff to ensure all stations are covered in case of staff absences
- Provide feedback for performance reviews for production staff
- Mentor production staff
- Settle minor employee issues, escalating to management for larger issues
- Daily documentation of issues and concerns
- Other:
 - Continuously learn more about our industry and our products
 - Assist management in developing regular Preventative Maintenance procedures on all machines and equipment
 - Support the Lean process on the shop floor
 - Other duties as requested by Plant Manager or Operations Manager

What We Offer:

- Full-time, permanent role
- An opportunity to join a well-established but growing company that is focussed on helping the construction industry achieve higher performing buildings
- Continuous training and opportunities to learn with a knowledge-based company that is at the forefront of the green building movement
- 100% company paid extended benefits package after 6 months
- RRSP program after 2 years
- Annual steel toed boot allowance
- \$26 - \$32/hr, depending on industry experience

To apply, please send a resume to Brian Johnson, Operations Manager: bjohnson@cascadiawindows.com