



CASCADIA WINDOWS LTD.

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Lead Hand (Packaging & Glazing)

Department:	Packaging & Glazing
Report to:	Brian Johnson
Location:	Langley, BC
Salary:	\$27.00/hourly to \$30.00/hourly
Job Type:	Full-time

Company Overview

Cascadia Windows & Doors is an innovative, industry-leading manufacturer that creates beautifully designed 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.

Broad Objectives

This position has no direct reports but does supervise and train for activities in each zone of operation.

Job Responsibilities:

- Production
 - Conduct a pre-shift walk-through of the area (15 minutes prior to shift) to survey the work available and the potential challenges of the day.
 - Monitor each employee's workload and adjust accordingly
 - Monitor the 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
 - Provide communication to the Production Manager and Operations Manager regarding 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 for cranes, forklifts, 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
 - Cross-train staff to ensure all stations are covered at all times in case of staff absences
 - Provide feedback for performance reviews for production staff
 - Mentor production staff

Qualifications and Skills:

- Experience in a window production facility and the ability to demonstrate leadership
- Responsible for guiding teams in completing daily tasks.
- Effective communication skills
- Self-motivated and pride in workmanship.
- Honest, reliable, professional, a problem solver.
- Excellent documentation skills and attention to detail.
- Experience working with manufacturing tools & equipment
- Able to read packing slips and count accurately
- Certified forklift operator or willing to be certified
- Physically able to lift weights, stand, bend, etc.
- Certified forklift operator or willing to be certified

Salary and Benefits:

- Salary: \$27-\$30/hour (plus \$1.00 for afternoon shift).
- Afternoon Shift, Monday to Thursday – 2:45 pm to 1:15 am.
- 100% company paid extended benefits package after 3 months.
- RRSP program after 2 years.
- Continuous training and opportunities to learn with a knowledge-based company at the forefront of the green building movement.

About Cascadia Windows & Doors

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Please send expressions of interest and resumes for this position to Samantha Sass, Human Resources Manager, at hr@cascadiawindows.com.