

## **WORKING FOREMAN**

Bishop-Wisecarver Group is looking for a Working Foreman to perform the daily operational supervision of union production floor personnel and support continuous improvement plans throughout the facility. The working foreman will coordinate with peers in the planning and quality department to drive on-time delivery of the production schedule.

### **Primary Responsibilities:**

- Supervises union production personnel.
- Leads morning daily GO meetings and pass down to other shifts as required.
- Coordinates daily production activities with planner.
- Meets with area union leads to ensure daily production schedules are met and support planned shipments.
- Performs audits as requirement (safety, gemba, quality, 5s+1, etc.)
- Provides technical guidance as required or as applicable.
- Reassigns work personnel within plant area to support production and cover absences.
- Reviews progress against key performance indicators (KPI's) within work centers.
- Works as a Kaizen leader to achieve continuous improvement goals.
- Works with union leads to correct findings resulting from audits.
- Works with union leads to implement corrective / preventative action measures.
- Works with planner, quality and manufacturing manager to establish production schedule.
- Works with planner, quality and manufacturing manager to maintain work center capacity calendars
- Works with union leads and maintenance to schedule and carry out preventive maintenance services on plant equipment.
- Works with union leads and production personnel to update standard work as necessary in order to document improvements in production methods or process changes.
- Works with union leads, manufacturing engineers, production personnel, project managers, and other team members in the development and introduction of new products.
- Makes recommendations to manufacturing manager for new equipment and supports the budgeting process.
- Develops bill of material structures & routings for new products within the ERP system.
- Reviews and updates bill of material structures & routings for existing products within the ERP system.
- Reviews labor charges for jobs and takes corrective actions as required.
- Operates ERP system and required reports to management.
- Manages and ensures the correct tracking of time of jobs by union staff.
- Manages time and attendance and associated activities such as using time and attendance software or filling paperwork.

### **Minimum Requirements:**

- High school or equivalent
- Working knowledge of Microsoft Office and SYSPRO.
- Excellent written and verbal communication skills.
- Requires a high level of organizational skills.
- 5-10 of years of experience working in mechanical manufacturing industry or production.
- 5 years minimum required in a lead or supervisory role.

- Production scheduling experience a plus.
- Experience working with unions a plus.

Bishop-Wisecarver Corporation, a Bishop-Wisecarver Group company, helps manufacturers and automation solution providers engineer linear and rotary motion products. With 60+ years of engineering expertise and manufacturing best practices working with over 20,000 customers, we understand our customers' design and application requirements which enables us to develop unique solutions that ship within 2 to 3 weeks. Customers achieve 50% faster time to market, up to 50-75% lower maintenance and installed costs, product differentiation and longer product life.

Our product line includes quality components and accessories, manual linear guide systems, actuated linear guide systems and rotary guides and systems. Stainless steel, high temperature, washdown and clean room-compatible products are among Bishop-Wisecarver's more recent product introductions. Our more popular offerings include the following trade names: DualVee, LoPro, UtiliTrak, MadeWell and GV3.

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If this opportunity matches your background and career goals, please reply to this ad with your current resume with a cover letter outlining your professional goals, where you found this ad, and your salary history & salary requirements.

Katie Mendoza, HR Director  
Bishop-Wisecarver Corporation  
Pittsburg, California

**In the interest of time, your cover letter, resume, salary history & salary requirements, and incentive compensation MUST be included for your candidacy to be advanced.**

Bishop-Wisecarver Corporation is an Equal Employment Opportunity/Affirmative Action Employer. We are committed to creating a diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.