

Job Description

JOB TITLE:	Manager, Engineering Machine Shop	DATE:	January 24, 2017
REPORTS TO:	Associate Dean, Research & External Partnerships		
JOBS REPORTING:	Lead Hand (1), CNC Machinist Technician (2), Machinist/Welder/ Fabricator (1), Welder/Fabricator (2), EMS/ESMS CNC Technician (1), Office Administrator (1), Storeperson (1). Total (9)		
LOCATION:	E3-2121C (office)		
GRADE:	U11		
HOURS:	35 hours per week		
DEPARTMENT:	Engineering Machine Shop		

PRIMARY PURPOSE: The Manager, Engineering Machine Shop, is responsible for the day-to-day management of the Engineering Machine Shop (EMS). Responsibilities include direct supervision of technical and administrative staff in the EMS. The Manager will maintain a culture of safety in all areas of the EMS and plan for and implement measures that continuously improve the quality and efficiency of the operation. The Manager should have a sense of ownership for the EMS and be willing to adapt personal and work schedules to match the deliverables and responsibilities of the position. The Manager, Engineering Machine Shop reports to the Associate Dean, Research & External Partnerships.

KEY ACCOUNTABILITIES:

Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of "what the job does not the "how".

1.	<p>Provide daily supervision for the Engineering Machine Shop</p> <ul style="list-style-type: none"> • Oversee the recruitment, hiring, evaluation, performance management, promotion, professional development and retention of all technical and administrative staff in the EMS • Ensure resources are utilized to provide high level of client service to stakeholders. Stakeholder groups include faculty, staff and students. • Conduct regular staff meetings at least on a once per month basis. • Inspire an environment/culture where exceptional customer service is expected as integral to the service provided. • Investigate, recommend and implement new technologies and initiatives to improve the level of client service and enhance safety.
2.	<p>Ensure compliance with safety regulations according to Federal, Provincial and UW standards.</p> <ul style="list-style-type: none"> • Maintain a safe working environment. • Ensure staff members have appropriate safety training for using current and newly purchased equipment. • Meet regularly with the Departmental Health and Safety Coordinator. • Maintain records to cover training, SOP documentation, equipment maintenance, monthly and annual facility and equipment safety inspections, pre-use inspections, injury reports, incident reports, and accident investigation reports. • Meet regularly with peers from within the Engineering faculty to discuss, review and share best safety practices. (ESPC-Engineering Safety Planning Committee) • Include in monthly staff meetings a discussion of any outstanding safety concerns and communicate how past concerns have been resolved.

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	<ul style="list-style-type: none"> Review PPE and safety equipment requirements with staff and provide new equipment when required.
3.	<p>Administrative Duties/Financial Accountability</p> <ul style="list-style-type: none"> Implement and maintain up-to-date technology wherever appropriate to provide efficiencies and detailed per-term reports defining shop users, user levels, counter sales, labour hours billed, and user account tracking when possible. Ensure financial accountability is maintained in accordance with UW requirements and standards. Oversee administrative aspects of the department and maintain confidential files, correspondence, etc. Collaborate with Purchasing, Finance, and Human Resources as necessary to resolve issues that may arise.
4.	<p>Maintain facilities, machinery and equipment infrastructure.</p> <ul style="list-style-type: none"> Review current machinery and equipment inventory. Acquire, upgrade or surplus as necessary to maintain efficient use of space and ensure productivity. Prepare and submit proposals when large equipment purchases are deemed essential. Act as liaison contact person with Plant Operations and/or outside services for the facility in all matters concerning building repair and maintenance, machinery and equipment repairs, installation of new equipment, etc. Maintain symbiotic relationships with peers in other similar institutions to promote and share “best practices” for technological advances, safety protocols, and policies and procedures
5.	<p>Collaboration with the Manager, Sedra Student Design Centre</p> <ul style="list-style-type: none"> Works closely with the Manager, Sedra Student Design Centre to implement a resource sharing plan, including staff and equipment, which benefits both units. Share ideas and collaborate on capital equipment purchases, repairs and upgrades for existing equipment, etc.

POSITION REQUIREMENTS:

If hiring today, what would be the minimum requirements?

Education: High School Diploma and a Certificate of Qualification (Ontario preferred) in one of the following trades: General Machinist, Tool & Die maker, Mould Maker

Experience: A minimum of 10 years of experience in the operation of all equipment in the Engineering Machine Shop, including the CNC mill. Proven, extensive, documented experience supervising machinists and/or other technical and administrative positions for at least 5 years. Teaching and mentoring skills, e.g. apprentices in a shop setting, which can be applied to new hires and Co-op students in a workshop environment. Demonstrated experience overseeing administrative and financial aspects of a machine shop including usage levels of machinery/equipment, revenues, etc.

Technical: Job specific experience, computer skills

MS Word	Excel	PowerPoint	Other
Basic	Basic	Basic	MasterCam Solidworks CNC controllers

NATURE AND SCOPE:

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- **Interpersonal Skills:** Deal with, influence or motivate staff members to work in an effective, professional and safe manner. Collaborate with others in the UW community in a positive manner when requested to ensure the success of special programs and projects that will enhance the student experience.
- **Level of Responsibility:** The job has specialized work with minimal supervision and has direct reports reporting to it
- **Decision-Making Authority:** Problems and decisions typically faced by this position will mostly fall within established procedures and University policies; however, in some cases unique situations will need to be faced that fall outside of established procedures. The position is expected to function independent of direct supervision in all cases; however, the Associate Dean will be consulted in all cases of conflict.
- **Physical and Sensory Demands:** Physical demands are typical of a manufacturing environment; standing for long periods of time, exposure to machine noise, heavy lifting, and potential for injury. Based on the demands, the job requires exertion of physical or sensory effort resulting in moderate fatigue, moderate strain or risk of injury.
- **Working Environment:** Machine shop; standing and walking on a concrete floor, exposure to machine noise.