



ADF Industrial Coating Inc.
1900 Great Bear Avenue
Great Falls, MT 59404
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FOREMAN – INDUSTRIAL COATING

Foreman manage the production team to ensure that the production schedule and deadlines are being met while producing quality coating practices.

Duties Summary/Responsibilities:

- Report to the Production Manager
- Participate in periodic production meetings
- Receive, verify and locate the customer supplied steel, coating products and miscellaneous items in accordance to the material receipt procedure
- Prepare the Declaration of Coating Product for each production lot and periodically (at least once a day)
- Maintain the coating product storage area organized and under the manufacturers' recommendations (storage condition and in a safe fashion)
- Ensure that the work instructions and security rules are understood and applied in the plant
- Monitor the surface preparation, coating mixture and coating application process in order to verify its compliance with the requirements and/or the manufacturer recommendations given by the Coating Instructions
- Supervise that the corrections and repairs instructed in the Correction Memo by the Inspectors are executed.
- Distribute, assign and supervise the production work (Surface Preparation, Masking and/or Coating application, etc.)
- Manage the production team to ensure that the corporation meet the short-term production schedule and the customer deadlines
- Record the production activities and its progress to the Route Sheet. Ensure the Route Sheet is completed and followed during the production activities. When a production lot is completed and released, return the completed Route Sheet to the Production Assistant.
- Supervision of all safety related aspects of work environment.
- Ensure the proper identification of all coating product received and stored (coating products and miscellaneous)
- Verify all materials supplied by the customer and store and maintain in an appropriate fashion.
- Maintain identification and protect customer-supplied products during the production activities.
- Act as the team reference person for surface preparation and/or painter's
- Ensure that we apply the coating "good practices"
- Ensure that the Quality System is communicated and applied through production
- All other related tasks and duties

Education/Training and Work Experience:

- 5 years supervision and planning experience from which comparable knowledge, skills, and abilities have been achieved
- Knowledge of codes of standards for NACE, SSPC, and QP3
- Industry certification for NACE preferred

Key Technical Skills/Abilities:

- Knowledge of surface preparation and coating application equipment
- Technical knowledge of blueprint reading and SSPC Standards
- Blueprint comprehension
- Industrial coating expertise
- Ability to manage throughput
- Operational knowledge of material handling including rigging jigs and overhead cranes
- Effective communications with managers and subordinates
- Zero Loss Mindset/Culture
- Asset Utilization
- Ability to learn on the go
- Adaptability to newfound knowledge and application thereof

Physical Requirements:

Ability to perform the following and sustain for varying lengths of time: stand, walk, drag, pull, push, lift, lower, climb stairs or ladders, balance, bend, twist, squat, kneel and stoop on a constant basis. Often lift and/or move up to 25 pounds, frequently 50 pounds; Work from ladders and stairs. Full range of motion of the neck and shoulders and the ability to perform overhead work as well as work that requires reaching various distances from the power zone. Must be able to articulate hands to manipulate various hand and power tools on a regular basis. Ability to work in variable climate conditions such as but not limited to, hot, cold, dusty, noisy etc. Must have the ability to speak English fluently.

Key Attributes:

- Act with maturity
- Attentiveness to detail
- Communication skills (spoken)
- Communication skills (written)
- Cooperation
- Dynamic and motivated
- Initiative
- Leadership skills
- Manual dexterity
- Respect towards authority

- Sense of accountability
- Teamwork