

**Role Overview:** Shop Foreman

**Location:** Dartmouth, NS

**Shift:** Day

**Core Job Functions: (but may not be limited to):**

- Staff Management – To conduct safety and training meetings as required.
- To conduct performance reviews annually and periodically as required by company guidelines.
- Lead a team of mechanics,
  - Coordinating training and development activities
  - Coaching and mentoring, walking the shop floor and reviewing work being completed and that we are doing the correct repairs.
  - Update the service schedule on a daily basis
- PM Program - To ensure that equipment assets are serviced as company policy intervals and regulatory guidelines.
- Tire Program – To ensure that equipment assets are serviced and repaired within company and regulatory guidelines.
- Vendor Management – To ensure that approved vendors are audited and are adhering to company and regulatory service and repair practices. This will include assisting in tendering processes.
- Liaise with vendors, and the divisions, obtain and provide regular status updates on maintenance activities
- Process Management – To ensure paper flow from mechanics is within company guidelines. This would include, but not limited to reviewing and auditing repair orders and purchase orders.
- Inventory – To conduct periodic inventory counts as required from Maintenance Administration. To ensure that inventories levels are adequate to ensure completion of PM's and repairs in timely fashion.
- Compliance: To ensure that equipment meets all regulatory guidelines.
- Responsible for all buildings and grounds, dealing with vendors and will follow up on any issues or concerns with the building or the yard.
- Responsible for percentage of billable hours
- Other duties as required

**Qualifications:**

- Post-secondary education in a related field, or equivalent work experience
- Strong process-management capabilities
- Technical: Licensed either 310T or 310J
- Aptitude for data analysis and defect elimination
- Working knowledge in the asset reliability systems area is an asset
- Ability to initiate, lead and successfully execute improvement projects
- Willingness to be part of the maintenance administrative process (hands on)
- Strong cost-management capabilities

**To apply please fill out the below application:**



721 Wilkinson Avenue, Dartmouth, NS B3B 0H4 T: (902) 468-4447 F: (902) 468-2159

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<https://seaboard.hiringplatform.ca/18481-shop-foreman-dartmouth-ns/59537-initial-application/en>