



Exhibit Manufacturing
of Rochester, LLC

Exhibit Manufacturing of Rochester Job Description

JOB TITLE: Assistant Shop Foreman

DEPARTMENT: Production

FLSA STATUS: Exempt

Updated: June 2017

REPORTS TO: Director of Production

SUMMARY: Responsible for planning, scheduling, performing, directing the production schedule, ensuring time allocations and labor posting is accurate and completed timely. This includes the production scheduling of all shop and carpentry personnel. The Assistant Shop Foreman is responsible for assisting the Director of Production on maintaining a productive, energetic, and safe environment for the manufacturing of new and existing company and client owned tradeshow properties. This position requires a strong attention to detail, quality and thoroughness.

Job Results, Essential Functions & Measures

Assistant Foreman (50%)

- Assist and collaborate with Director and execute a plan for manufacturing.
- Meet with Director and project manager for job release.
- Assist Director's needs of shop employees related to material, labor, and prints.
- Assist Director with communication of project timelines to shop employees.
- Assist Director with meeting and striving to increase productivity.
- Coordinate freight needs with Director.
- Receive all labor hours sheets from shop personnel at the end of each day for review and entry into the ERP system.
- Monitor attendance for shop planning with shop personnel. (ie. Timeclock punches, call ins, requests for time off)
- Complete all office related tasks for Director of Production.
- Receive all inventory sheets from shop personnel to review and enter into the ERP system for accurate records of inventory used.
- Manage the day to day functions of the shop when the Director of Production is out of the office.
- Other duties as may be assigned.

Shop Fabrication (25%)

- Reads and interprets blueprints, sketches, and product specifications to determine sequence and methods of fabricating, assembling, and installing wood, plastic and metal parts.
- Layout and mark dimensions and reference lines

Management Observation:

- Employee is assisting as required to learn the backup role to the Director of Production.
- Employee is able to reconcile all shop material, labor hours, paperwork and submit to project management for job closures.
- Employee is able to conduct labor posting in Syteline for all shop employees.
- Employee has a daily knowledge of all shop employee daily jobs, product job scan sheets, and record labor in the absence of the Director.
- Inventory is reviewed and maintained to allow job closings to remain on required timelines.
- Shop personnel respond and respect the role of the Assistant Shop Foreman.

Management Observation:

- Employee clearly understands role and can independently conduct work with little supervision required.
- Employee makes choices with materials that meet the needs of the project minimizing changes and loss of revenue.

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Job Results, Essential Functions & Measures

on material to develop and trace patterns of products, parts or uses templates.

- Utilize various types of woodworking machinery, stationary and hand tools.
- Assemble case and cabinetry to specification.
- Install assemblies supportive framework according to blueprints.
- Inspect assemblies and install for conformance and specifications.
- Repair and maintain wood products.
- Other duties as may be assigned.

Quality, Repair and Maintenance (25%)

- Inspect assemblies and installation for conformance to specifications.
- Repair and maintain metal products.
- Identify and resolve problems in a timely manner and develop alternative solutions where necessary.
- Communicate changes and progress including project timeline and budget; including developing and implementing cost savings measures.
- Meet productivity standards and strive to increase productivity through prioritizing and planning.
- Document materials used (and unused) as indicated on blueprints to maintain inventory.
- Other duties as may be assigned.

- Employee is able to utilize equipment safely and properly to ensure proper operation and control.
- Employee records labor hours correctly on all jobs.
- Employee conducts work in a timely manner.
- Employee maintains a clean and organized work area, including shared workspaces.
- Employee is accurate in calculations.
- Attention to detail is shown in all work.
- Employee learns from errors to avoid repeating similar incidents.

Management Observation:

- Quality measures are ensured at all times.
- Repairs and maintenance are conducted with attention to detail, maintaining records to avoid repeatable incidents.
- Employee communicates necessary changes and progress as required timely.
- Employee provides recommendations regularly and has cost savings measures in mind.
- Employee documents changes as required.
- Employee properly maintains inventory of company-owned tools.

Core Competencies

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| <i>Attention to Detail</i> | <ul style="list-style-type: none"> ➤ Is thorough and precise in accomplishing a task through concern for all the areas involved, no matter how small. Monitor and checks work or information and plans and organizes time and resources efficiently. ➤ Double-checks the accuracy of information and work product to provide accurate and consistent work. |
| <i>Decision-Making</i> | <ul style="list-style-type: none"> ➤ Takes action in solving problems and move situation to closure while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with conflicting ideas. |
| <i>Initiative</i> | <ul style="list-style-type: none"> ➤ Identifies what needs to be done and does it before being asked or before the situation requires it. ➤ Maintains high standards of performance. Exhibits conscientiousness, dedication, self-discipline, and a sense of responsibility. |
| <i>Problem Solving</i> | <ul style="list-style-type: none"> ➤ Undertakes a complex task by breaking it down into manageable parts in a systematic detailed way. |
| <i>Planning & Organizing</i> | <ul style="list-style-type: none"> ➤ Demonstrates effective skill in planning, supervising, monitoring, and accomplishing specific projects. Knows how to organize people, activities, and processes to get things done efficiently and effectively. Identifies appropriate standards and measures. |
| <i>Communication</i> | <ul style="list-style-type: none"> ➤ Thoroughly documents work in writing to provide an audit trail of activity that can be meaningfully referred to later. |

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Position Qualifications	
Education & Experience	Mathematical Skills
High School Diploma with 7-10 years of job-related experience preferably in a construction or manufacturing production environment.	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions, percentages, rates and ratios
Other Skills/Experience	Reasoning Ability
Must be able to accommodate a rotating work schedule to include nights, weekends and holidays. Must be available to travel as requested.	Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
Computer Skills	Physical Demands
Microsoft Outlook: Basic Skill Level Microsoft Word: Basic Skill Level ERP Software: Basic Skill Level	While performing the duties of this job, the employee is regularly required to move around, use hands, use feet to walk and drive forklift, stand for long periods of time, and push/pull/lift/move up to 75 pounds unassisted. This position is a working manager position and will conduct tactical daily work.
Language Skills	Work Environment
Ability to read, write and interpret documents in English such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, analyze and interpret common trade journals, financial reports and legal documents. Ability to respond to common inquiries.	The noise level in the work environment can be loud in production areas. Hearing protection is provided as an optional use. Must comply with safety & dress codes for all production areas. Must follow all safety guidelines as outlined in the RES Safety Manual dated 12/2012.

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