



## DCL Mooring and Rigging Job Description

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other duties as may be required by their supervisor.

**Position:** Shop Foreman (Fabrication)

**Department:** Operations

**Reports To:** Operations Manager

**Status:** Fulltime, Non-Exempt

### **Position Description:**

The Shop Foreman (Fabrication) reports directly to the Operations Manager. Alignment with the company's purpose, culture, vision, and operating principles is an absolute requirement. This role requires active involvement with shop personnel on a daily basis.

The Fabrication Shop Foreman is accountable for day-to-day operations in the following areas:

**Rigging Shop, Small Test Bed, Nylon Room, Rewind Machine, Tag Production, and the Reel Yard.**

This position requires 25% of time to be spent "supervising" (including administrative duties) and 75% of time working alongside team members.

### **SPECIFIC JOB DUTIES**

- **SAFETY:** Provide a safe environment to all shop personnel, visitors, and temporary labor. Ensure all employees wear appropriate PPE where required, AT ALL TIMES. Take an active role on the safety team.
- **HOUSEKEEPING:** Maintain a clean shop floor and equipment. Organize and manage housekeeping assignments for employees
- **QUALITY:** Ensure DCL products are made right, the first time. Ensure customer orders are complete and accurate each and every time prior to shipping.
- Manage daily activities to ensure maximum efficiency
- Lead the team by example to ensure a positive work atmosphere
- Meet regularly with Operations Manager to communicate current work load
- Manage the flow of paperwork (work travelers, pick lists, etc) for all orders related to fabrication. Ensure the paperwork has been completed before turning it in
- Ensure completion of orders for wire rope slings, rewind orders, rope cut, nylon orders, testing at the small test bed, etc.
- Ensure tags are made correctly and timely
- Monitor work progress of employees regularly to ensure they are on task. If an employee has no order to work on, provide tasks as needed (housekeeping, etc)
- Monitor the speed/pace of employees and correct issues that will ultimately affect efficiency. Ensure all employees are appropriately signed into Wedge.
- At least two hours per day should be dedicated to supervising and handling the assigned administrative duties
- Maintain and organize wire rope inventory
- Report all issues to the Operations Manager

### **Position Qualifications:**

- High School Diploma and/or min. 4 years experience in rigging manufacturing with preference for experience in the marine, oil & gas and industrial areas.
- Ability to communicate effectively, orally and in writing.
- Experience and skills in computer usage and technology.
- Capable of working with a high degree of unsupervised independence and direction, personal discipline, drive, and professionalism.
- Positive attitude, strong reasoning ability and assertiveness
- Knowledgeable in workplace safety practices and guidelines.

### **Physical Requirements:**

- Sit frequently, stand and walk frequently.
- Work in all weather conditions, including extreme cold and extreme heat.
- Push, pull and reach above shoulders frequently. Squat, crouch, bend and kneel frequently.
- Occasionally lift up to 50 lbs.; frequently lift up to 25 lbs.
- Use hands for simple and firm grasping and fine manipulation

### **DCL Mission:**

To provide safe, effective and innovative products and services to lift, connect and protect the assets of marine and industrial customers.

### **DCL Operating Principles:**

1. The Safety of life, limb and property is never compromised and is our 1st priority.
2. Our products and service are made Right, the first time.
3. We operate with integrity and Respect people, equipment and property at all times.
4. Providing superior Customer Service drives all of our actions and is the most important part of our business.

### **DCL Quality Policy:**

- a. Understand our customer's requirements
- b. Meet those requirements each and every time and
- c. Continuously improve our processes

### **DCL Value Proposition:**

Why customers choose to do business with DCL – DCL Mooring & Rigging provides turnkey solutions for all your mooring, lifting, and testing needs supported by a deadline-focused sales and service team whose product knowledge, engineering expertise, flexibility, and attention to detail are best in class.

As a DCL employee, I will conduct myself to reflect the company's mission and values.

I have read the above job description and understand that this is not an exhaustive list of the duties and responsibilities assigned to this position. I have had the opportunity to ask questions about anything in this description I do not understand. I am able to complete these job responsibilities with or without reasonable accommodation. I agree to a physical fitness test to ensure I am capable to perform the physical requirements necessary for this job and understand my job offer is contingent on passing this test. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these duties.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JD-HR-034 (Rev. 2)