



JOB TITLE:
Composites Shop Manager

DEPARTMENT:
Production

REPORTS TO:
Director of Manufacturing

SCOPE: The Composites Shop Manager is responsible for leading a team of direct labor associates in the manufacture and assembly of composite products while delivering the highest quality product and maximizing company profit. This position **requires experience in the fabrication of aircraft parts utilizing fiberglass, resin and carbon fiber for hand, vacuum and infusion lamination**, as well as knowledge and application of lean manufacturing principles to drive continuous improvement in meeting company goals and objectives.

ESSENTIAL FUNCTIONS:

- Directly leads and supervises a manufacturing team of hourly employees in all composite manufacturing processes in a facility or multiple facilities. Must also take a leadership role in activities outside of direct span of control, such as Project Management, Supply Chain, Engineering, etc.
- Responsible to ensure Composites Shop is staffed appropriately to meet schedule commitments and cycle time requirements. Prioritizes and manages the workflow to ensure timely and efficient task completion in accordance with the production schedule.
- Responsible for short to medium term planning activities such as area-set up, equipment capacity, material flow, and employee staffing to meet customer demand and time requirements.
- Ensures all equipment, materials, tools and processes used are maintained and all production standards are followed.
- Leads project activities and directs, coaches, mentors employees in the fabrication of aircraft parts utilizing fiberglass, resin and carbon fiber for hand, vacuum and infusion lamination.
- Accountable for ensuring all quality, regulatory and ASME requirements are met. Responsible to make sure appropriate actions are taken to meet all requirements.
- Reviews all work to assure technical accuracy of the work meets customer requirements, engineering design expectations as documented in shop orders, engineering prints, bills of material, work instructions and quality documentation.
- Responsible for safety and environmental compliance.
- Evaluates and verifies employee performance through review of completed work assignments, work techniques and leadership skills.

POSITION EXPECTATIONS:

- **SAFETY:** Follow Glasair General Health & Safety Rules, ensure safe operating conditions within your area of responsibility and notify coworkers and supervisors of hazardous acts and conditions. Proper use of PPE; use only defect-free equipment. Promote safety in department. Use proper lifting techniques and overhead hoist when needed. Maintain clean and safe working environment in line with 5-S Philosophy. Participate in hazardous communication training and safety meetings.

- **QUALITY:** Responsible for the quality of your work. This requires that you perform defect-free work and understand the requirements of the company's quality system as it pertains to your job duties and responsibilities. Must be able to check your work to ensure conformance to process control instructions, specifications, and quality standards. Identify and segregate non-conforming product. Identify the need for and assist in initiating and implementing corrective and preventive actions when appropriate.
- **FLEXIBILITY:** Able and willing to work in other areas as needed. Must be flexible in taking lunch and breaks when workflow requires. Willing to work additional hours as necessary.
- **INITIATIVE:** Actively participate in continuous improvement of our products and processes to better serve our customers and improve the overall profitability of Glasair. Actively seek out work in other areas when current assignment is complete. Make suggestions for improving product quality, processes, safety, and company profitability.
- **TEAMWORK:** Positive working attitude toward other employees; be a team player. Work with others constructively and abide by company policies and procedures. Working together as a team for continuous improvement is vital to ensure the future Glasair and its employees. Teamwork will be required to be effective in both our daily production assignments as well as special improvement projects.
- **CAREER DEVELOPMENT:** Attend and participate in a variety of meetings, training programs, and task force groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specific level of knowledge pertaining to changes to equipment or process, new developments, requirements, procedures and policies and assist with the training and orientation of new or transferred employees as directed.

MINIMUM REQUIREMENTS

- High School Diploma. Associate or Bachelor's degree preferred.
- Minimum 10 years work related experience, 5 years preferred in a leadership role
- Experience in aircraft production or custom manufacturing environment
- Detailed knowledge and experience of composites fabrication processes
- Understanding and application of continuous improvement methodologies
- Excellent verbal and written communication skills to include PC proficiency

PHYSICAL REQUIREMENTS:

- Lift/Push/Pull- Exerting up to 50 pounds of force occasionally and/or up to 40 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Climbing- Ascending or descending ladders, stairs, using feet and legs and/or hands and arms.
- Stooping- Bending body downward and forward by bending spine at the waist.
- Kneeling- Bending legs at knee to come to a rest on knee or knees.
- Crouching/Crawling/Reaching - Bending the body downward and forward by bending leg and spine. Moving about on hands and knees or hands and feet. Extending hand(s) and arm(s) in any direction.
- Standing- Particularly for sustained periods of time.
- Walking- Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- The worker is required to have visual acuity to perform an activity such as: working with hand tools and molds where the seeing job is at or within arm's reach; performing mechanical tasks of a non-repetitive nature such as fabricators, technicians, trimmers, etc. The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
- The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on platforms and high places, exposure to high heat, fumes, and/or exposure to composite fibers and chemicals.