

## EMPLOYMENT OPPORTUNITY

**Job Title:** Production Supervisor  
**Department:** Membertou Fisheries & Canadian Maritime Engineering Boat Building Operations  
**Reports to:** General Manager

In 2018, Membertou Development Corporation and Canadian Maritime Engineering Ltd. (CME) announced a new partnership in which commercial fishing vessels would be assembled in Sydport, at Membertou's facility. The partnership provides a solution to an ever-growing demand for new vessels in Atlantic Canada. CME are industry leaders in the boat assembly sector, and Membertou's innovative and progressive business models will create meaningful employment for the community.

The Production Supervisor of the Boat Building Operations directs and coordinates activities of the production staff in the Sydney (Sydport) Assembly Plant and aids the general manager in formulating and administering organization policies by performing the following duties personally.

Duties include overseeing day-to-day production operations and scheduling, provide the link between the engineering team and production floor, provide leadership to production team, and support complex boat assembly and fabrication tasks.

### Duties and Responsibilities:

- Working with manufacturing and materials departments to supply a review to the general manager of production and operating reports and help resolve operational, manufacturing and facility problems to ensure minimum costs and prevent operational delays and to meet future growth.
- Reviews and supports production staff in day-to-day activities.
- Provide liaison between engineering and production teams.
- Planning and organizing production schedules.
- Assessing project and resource requirements.
- Interpretation of blueprint drawings, including weld requirement symbols.
- Interface with other production personnel to interpret, clarify, and bring comprehension to tasks needing to be completed.
- Proficient in assigned fibreglass and mechanical techniques associated with boat outfitting and assembly.
- Support production staff on critical fabrication tasks.
- Safe work practices shall be adhered to at all times. Safety Meetings attendance is required, and the shop will be held to NSDOL standards.
- Ensure that all health and safety regulations are strictly followed.
- Ensure that all company policies and procedures are followed.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required by the general manager and COO.

### Qualifications:

- Must have high school diploma or GED, college or university preferred
- Minimum of five (5) years experience in a managerial role
- Minimum of five (5) years experience with various forms of boat construction, outfitting or assembly (fibreglass construction is preferred)
- Boat Construction/Assembly Knowledge
- Boat Handling and Maintenance capabilities preferred
- Painting, fabrication, safety and quality management
- Communication proficiency - Verbal, written and interpersonal skills
- Business acumen
- Project management
- Strategic thinking and problem solving/analysis
- Computer Knowledge - Microsoft Office proficiency; Email viewing, composing, and sending ability preferred

- Comprehensive ability to work from plans, specifications, drawings and blueprints. Ability to redline plans during construction is preferred
- Ability to multi-task, organize and prioritize to meet deadlines
- Must be flexible in work hours, on call as needed
- Good attitude; must be a team player.

Resumes and Cover letters can be submitted to:

**Membertou Human Resources Department**  
**Attention: Troy Paul**  
**111 Membertou Street**  
**Membertou, NS B1S2M9**

Or via email to:

**jobs@membertou.ca**

*Thank you for applying, however, only those selected for an interview will be contacted.*