

**Job Title: Manufacturing Foreman**  
**Department: Operations**  
**Reports to: Director, Supply Chain & Operations**

**Job Summary:**

The Manufacturing Foreman will work within Operations, coordinating with Engineering, Supply Chain, and other departments and employees as needed, to complete system assembly and delivery activities. The Manufacturing Foreman will also work as needed or directed on engineering, prototyping, and developing ideas, parts, and processes.

Duties can include planning for product builds, working with and directing employees, assembling products, and operating machinery and power tools. Tasks could also include ordering materials and directing inventory arrangement and periodic audits.

**Duties/Responsibilities:**

The Manufacturing Foreman is required to direct and assist in the fabrication, assembly, and installation of Whooshh systems and components. This work may be performed both at the company location and at offsite installations. Experience assembling industrial and/or electrical machinery according to technical drawings and other guidelines is required. Proficiency in the use of hand tools, power tools, measuring tools, forklifts, manlifts, cranes, and other machine shop-related tools and machinery is expected. Responsibility for regular equipment maintenance is also expected. The Manufacturing Foreman will be expected to oversee and participate in the safe loading and preparation of equipment for shipping, in coordination with Engineering; as well as the safe offloading of large equipment.

The ability to use programs such as Microsoft Office and Teams, and applications such as Outlook Word, Excel, and Powerpoint; and the ability to learn and to use job-specific software, such as an ERP system, is required. The Manufacturing Foreman must be self-motivated and possess a strong work and team ethic and have the ability to problem- solve. The Manufacturing Foreman must have a positive, customer-focused, problem-solving approach; may be called upon to address customer operation and maintenance questions, and other customer support.

**Required Skills/Abilities:**

- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Prioritize multiple tasks and know when and how to delegate them when appropriate
- Take ownership of role and suggest improvements
- Identify issues/problems as they occur and suggest solutions, implementing them when appropriate
- Conduct various inventory management duties
- Strong interpersonal skills for coordination with other departments, vendors and customers.

**Preferred Skills/Abilities:**

- Machining experience with Mills and Lathes, including programing and operation of CNC machines
- Welding experience a high priority; aluminum welding experience a plus

- Practical understanding of electrical panel wiring
- Knowledge of appropriate materials and finishes typically used in machinery function and assembly

**Required Education and Experience:**

- High school diploma or equivalent
- Ability to read technical assembly drawings and use them effectively and efficiently to build the required equipment
- Experience in safely securing equipment loads to trucks and trailers
- Experience in the use of hand and power tools
- At least five years of related experience in a workshop or manufacturing environment
- Experience leading a small team in a shop or jobsite environment
- Forklift and manlift operation experience. Certification a plus.
- Experience and/or competence in documenting/demonstrating installation and operation procedures and instructions

**Physical Requirements:**

- Lift up to 50 pounds at time
- Work standing up for most of the day
- Kneeling and climbing on occasion

**Travel:**

- Possible domestic and/or international travel on occasion to install or otherwise participate in placement or maintenance of equipment

**Compensation:**

- Benefits Package includes 401k, ESOP, & shared health care coverage
- Estimated salary range \$66,300 to \$83,000, DOE