



JOB DESCRIPTION - WOODSHOP SUPERVISOR

Job Title: WOODSHOP SUPERVISOR

Reports to: Director of Operations

Direct Reports: Cabinetmaker(s); Apprentice Cabinetmaker(s)

Position Summary: The Woodshop Supervisor is responsible for the operations and performance of the woodworking shop, with attention to detail and focus on skill development and learning for all team members.

Qualifications:

- High School graduate or a Trade School graduate with relevant training.
- Minimum 15 years of woodworking experience, including 5 years as Shop Supervisor or Senior Cabinetmaker.
- Demonstrate an eager willingness and capability to lead, coach, mentor, and train.
- Sufficient strength and physical dexterity to perform, including heavy work.
- Be willing and able to use personal protective equipment, as necessary.
- Clear understanding of construction drawings and specifications.
- Strong verbal and written communication skills.
- Effective and efficient organization and time management skills.

Responsibilities:

- Oversee shop operations to ensure safety, and immediately report injuries to HR.
- Review assigned projects for clarity, manufacturability, and feasibility.
- Assign tasks to team members and supervise expectations accordingly.
- Inspect shop and machinery, to daily maintain operation and safety.
- Perform woodworking tasks with expert precision.
- Inspect deliveries of materials for quality, damage, accuracy, and completeness.
- Consult on materials and engineering with the Director and report all concerns.
- Monitor and ensure Windhill standards of excellence for all internal and external practices and deliverables.
- Participate in determining and maintaining awareness of project schedules.
- Review completed projects for quality standards, accuracy and thoroughness.
- Assist in assuring all project components are loaded for delivery to the job site.
- Communicate thoroughly and regularly with the Director of Operations.

Expectations:

- Continuously seek and develop technical and practical knowledge to competently perform required responsibilities with confidence, accuracy and reliability.
- Support other Windhill associates in their missions in any way required.

Rewards: Opportunity to develop teams and earn promotion with expanded responsibilities. increased compensation + annual bonuses based on personal and company success.

Benefits

- 401(k)
- Health, Dental and Vision Insurance
- Flexible Spending Account
- Paid Time Off