



## **Project Supervisor Job Posting**

**Company: The Factory NYC**

**Classification: Non-Exempt**

**Location: Brooklyn, NY**

**Date Updated: 03/01/23**

### **Project Supervisor Job Posting**

Dynamic and rapidly growing Brooklyn based fabrication shop is looking for Project Supervisors to help us produce and increase the efficiency of our projects.

We're looking for a consistent, organized, hard-working, and self-motivated highly skilled fabricator who will supervise the building, coordinating, and development of multi-faceted projects at our fabrication shop. The Project Supervisor will work with their assigned teams under a banner of exemplary leadership, using their skill sets to problem solve, and ensure that tasks are completed in accordance with established company policies and procedures.

#### **Position Responsibilities include:**

- Responsible for efficiently fabricating projects and leading assigned staff.
- Coordination of work space logistics and overall shop maintenance with the Production Supervisor.
- Establishing best practices for project builds with Project Managers and assigned teams for the overall efficiency of the project.
- Responsible for identifying ways to improve the efficiency and accuracy of the project builds, which is critical to the maintenance of overall project schedule.
- Assists with the implementation of safety and leadership guidelines according to the Shop Foreman and Production Supervisor.
- Works within the system for any assigned project / Project Manager.
- Participates in on-site walkthroughs and/or meetings with clients on assigned scopes of work.
- Assists in the collection of material usage, briefings, and other documentation in direct accordance with the current project needs and trends.
- Other duties that may be assigned.



**Position Requirements:**

- Fluent in English
- Good communication and interpersonal skills
- Ability to read and understand shop drawings.
- Strong math skills.
- Experience and knowledge of hand held and stationary tool use and maintenance.
- Fabrication shop experience.
- Team leadership experience.
- Excellent knowledge of wood products and dimensional lumber.
- Must be able to lift 75lbs

This full-time position is available immediately and benefits eligible after a 30 day trial period including healthcare and paid time off. The **Project Supervisor** is expected to be reasonably self-sufficient from the start, relying on their past experience. This position will include compensation rate commensurate with experience level.

Although we are primarily a wood fabrication facility, we specialize in all types of fabrication and installation projects. This includes large and small experiential events, architectural millworks, custom art pieces, retail spaces and photo sets. Our facilities have multiple CNC machines, laser cutters, 3D printers, wood and metal shops. The current management team has a variety of backgrounds that help us tackle a wide array of builds and we are looking for someone with a varied background and skill set to help facilitate a flexible and readied work environment. Please visit our website to see what we do: [www.thefactorynyc.com](http://www.thefactorynyc.com)

If you think you would be a good fit at The Factory NYC and have the required experience, please send your resume, work samples, and a cover letter explaining your interest in the positions in response to this posting or email to [jobs@thefactorynyc.com](mailto:jobs@thefactorynyc.com)

Position Type: Full Time

Starting Compensation \$30hr - \$40hr

Percentage stipend for Health, Dental, and Vision Insurance Plans

Paid Time Off

Tool Reimbursement Program

Profit Based Bonuses

Savings Incentive Match Plan for Employees