



Job Title: Operations Manager

Reports To: Owner (Rich Mitchell)

Works Closely With: Production Manager

Location: Oxford, PA (Shop, Field & Office)

M2 Welding, located in rural Oxford, Pennsylvania, is a full-service welding and metal fabrication shop staffed by certified professionals. We serve the mid-Atlantic with top on-demand labor, employing 17-25 skilled welders and industrial mechanics. Our team enjoys a dynamic work environment, competitive pay, and benefits. Veterans are welcome to apply.

Position Summary

The Operations Manager oversees the **daily execution of company operations**, ensuring that all work is effectively scheduled, crews are fully supported and held accountable, projects remain on schedule, equipment is properly maintained, and communication between the field, shop, office, and Production Manager is seamless. Reporting directly to the Owner and collaborating with the Production Manager, this position is central to the implementation of production plans, schedules, and project requirements.

Key Responsibilities

Daily Operations & Scheduling

- Implement daily and weekly schedules in collaboration with the Production Manager
- Allocate crews, equipment, and resources to fulfill production and project objectives
- Adjust schedules responsively to changing field conditions, staffing levels, or shifting priorities

Crew Management & Accountability

- Serve as the primary liaison for crews regarding assignments, expectations, and task execution
- Uphold standards for attendance, punctuality, job performance, safety, and equipment care
- Address performance or conduct concerns promptly, escalating to the Owner when necessary

Project Execution & Follow-Up

- Work closely with the Production Manager to ensure comprehensive understanding and execution of project scope, technical specifications, and customer requirements in both field and shop environments
- Monitor active jobs and ensure timely completion of open tasks
- Maintain transparent communication regarding progress, risks, and challenges with the Owner and Production Manager

Equipment & Asset Management

- Enforce proper usage, maintenance, and care of all company equipment and vehicles
- Coordinate routine inspections, scheduled maintenance, and necessary repairs
- Hold crews accountable for any damage, loss, or neglect of equipment

Office, HR & Administrative Coordination

- Collaborate with office staff on time tracking, payroll processing, documentation, and compliance matters
- Support onboarding processes, training coordination, and policy adherence
- Ensure consistent application of company standards across all field and shop personnel

Communication & Reporting

- Deliver clear and concise daily and weekly operational reports to the Owner
- Act as an effective communication link among crews, the Production Manager, and the office staff
- Proactively identify operational challenges and recommend actionable solutions

Authority & Decision-Making

The Operations Manager is empowered to:

- Make day-to-day decisions related to workforce management, workflow, and operational execution
- Enforce company policies, safety guidelines, and equipment protocols
- Manage performance, attendance, and disciplinary issues
- Escalate significant financial, customer, legal, or personnel matters to the Owner

Qualifications

- 5–7 years of progressive experience in industrial, mechanical, fabrication, or construction operations
- Bachelor's degree or completion of relevant technical schooling preferred
- Proven leadership, organizational, and follow-through capabilities
- Ability to collaborate effectively across Production, Engineering, and Sales departments
- Strong mechanical aptitude, with hands-on knowledge of tools, equipment, and field operations; welding experience preferred
- Excellent communication skills and the ability to professionally uphold standards

Success in This Role Will Be Evidenced By:

- Smooth execution of schedules in partnership with the Production Manager
- Clear communication of expectations and accountability among all crew members
- Projects progressing with minimal interruptions
- Consistent equipment maintenance and stewardship
- An Owner who remains well-informed without being drawn into everyday operational challenges

Salary and Benefits

- Base salary range: \$68,000–\$75,000 (40 FTE)
- Health insurance through Blue Cross
- 401(k) matching
- Paid Vacation and PTO
- EEO; Veterans are encouraged to apply

Apply online at m2welding.com/employment/ or send resume and 3 professional references to careers@m2welding.com by Friday, February 27, 2026.