



Job Description

Job Title: Production Supervisor
Department: Operations
Supervisor: Production Manager
FLSA Status: Exempt

Summary

To organize and control all production within the facility, in accordance with health and safety standards, to achieve all output targets in terms of quality, quantity, and cost. To supervise a team of operatives to ensure that they produce a high volume of good quality products.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Monitor the working environment to ensure that company safety policies and health and safety regulations are complied with and to provide a safe and healthy working environment.
- Supervise shift personnel to ensure that they carry out their responsibilities within safety rules and regulations and to the required quality standards.
- Maintain a clean, well-organized shop floor by means of 5S approach.
- Maintain work flow by monitoring steps of the process; setting processing variables; observing bottleneck points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; assist developing reporting procedures and systems; facilitating corrections to malfunctions within process bottleneck points; initiating and fostering a spirit of cooperation within and between departments.
- Monitor the volume and quality of output to ensure that these are to the standards required.
- Maintain quality service by establishing and enforcing organization standards.
- Develop production plans to meet output targets in accordance with predetermined quality standards.
- Complete production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; reporting results of the processing flow on shift production summaries.
- Accomplish manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Creates and revises systems and procedures by analyzing operating practices, record-keeping systems, forms of control, and implementing change.
- Maintain an awareness of production techniques and recommend any changes that might improve the quality or volume of output without compromising safety or environmental standards.
- Monitor output to ensure that targets have been achieved in terms of the required quality and volume.
- Maintain staff by recruiting, selecting, orienting, and training employees

- Resolves personnel problems by analyzing data; investigating issues; identifying solutions; recommending action.
- Monitor production equipment to ensure that the volume and quality of output are maintained to the required standard.
- Maintain all necessary production records.
- Address and resolve any technical issues arising in the production process.
- Ensures operation of equipment by calling for repairs
- Coordinate maintenance activities to ensure that there is a minimum of downtime and lost production.
- Identify and resolve technical and personnel problems to ensure that continuous production is maintained.
- Receive and store raw materials to ensure that there are sufficient stocks to meet production requirements.
- Report finished goods and prepare for shipping
- Train operators in the production process to ensure that they work efficiently and safely.
- Provide any necessary training and advice to shift personnel to ensure that they carry out their responsibilities effectively.
- Assist in the preparation of annual budgets.
- Contributes to team effort by accomplishing related results as needed.

Supervisory Responsibilities

Directly supervises 30+ employees in the Production Operations department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings. Bilingual in English and Spanish preferred.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services.; continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions ; uses equipment and materials properly.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

College Degree; or related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Microsoft Office Suite
Microsoft Project
Global Shop
Team Work
CodeSoft

Other Skills

Certificates, Licenses, Registrations

Lean Manufacturing

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 50 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date