

Department: Plant Supervision
Job Title: Supervisor
Wage Classification: Salary
Revised Date: 10-04-21

JOB SUMMARY

As a production supervisor, you will be responsible for managing a diverse and talented manufacturing team. Our primary goal is to properly organize staff members and achieve a reasonable workflow throughout the day. Your position will also include directing, disciplining, training, and assisting lower-level manufacturing employees in a factory setting.

GENERAL EMPLOYMENT REQUIREMENTS

- High school diploma or GED required
- Management experience or bachelor's degree in Management is preferred
- Ability to coordinate with others to achieve desired results
- Exhibits strong interpersonal, customer service and professional skills
- Positive can-do attitude
- Time management skills
- Detail orientated
- Strong computer skills, using various Microsoft applications, and NetSuite
- Ability to utilize Lean concepts
- Familiar with inventory software
- Capable of disciplinary measures when necessary

SPECIFIC JOB FUNCTIONS

Following are some of the principal job functions; however, other duties and activities may be required in performance of this job:

- Assigns tasks to Team Leader or employees.
- Helps manufacturing staff achieve company goals by communicating expectations, planning, monitoring, and evaluating job results
- Enforces company policies and guidelines
- Implements cost-saving strategies and techniques
- Drive troubleshooting and problem-solving activities within a dedicated production area when targeted performance is not achieved
- Monitor adherence to 5S and drive improvement efforts
- Develop and share 8D's or A3 problem solving stories within and across facilities – share best practices
- Ensures production plans are completed on time
- Contacts appropriate resources for repair issues
- Counsels' employees on how to achieve an optimal output or workflow

- Resolves issues and disputes between manufacturing employees
- Communicates with and assists other manufacturing departments as needed
- Evaluates the condition of production equipment
- Regularly monitor and audit compliance with standardized work, escalating identified issues and retraining associates on the correct process
- Schedules employee hours and shifts.
- Conducts performance reviews.
- Responds quickly and practically to emergencies, crises, or unexpected problems during the shift.
- Makes sure daily production and/or sales goals are met.
- Keeps supervisor and upper-level management apprised of daily operations.

PHYSICAL JOB REQUIREMENTS

- Lifting to 50 lbs. with no restrictions
- Negative drug screen
- Vision, with or without correction, must be adequate to perform the required job functions
- Must be able to access all areas of the facility to determine needs

WORK ENVIRONMENT

- While performing the duties of this job the employee is frequently required to change from sitting to standing. When on the Manufacturing floor employee may occasionally be exposed to a variety of extreme conditions and the noise level can be moderate to loud.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the specific job functions.