

PRODUCTION SUPERVISOR

(3RD SHIFT: 11PM – 7AM)

There are two main parts to this position, supervisory and technical assistance. As a supervisor you provide leadership, direction and assistance to manufacturing personnel involved in the manufacture of a quality product in a safety first environment. Training and coaching are key elements of the position. Ensure 5S concepts are implemented and monitored on an ongoing basis. Ability to communicate effectively with operators, managers and other departments. From the technical side, the supervisor assists both operators and engineers in correcting, improving, and establishing processing information. Both of these responsibilities are accomplished in a safe work environment, which the supervisor position has an active involvement.

Requirements:

- Minimum of 3yrs supervisory experience - preferably in a manufacturing environment
- BA/BS preferably in business management, engineering, or any other relevant degree
- Ability to create and follow schedules and create a safety first environment
- Lead, coach, motivate, and manage employees on a (3rd) shift

Responsibilities /Actions / Relationships / Expected Results:

- Safety: active participation with Safety Coordinator. Pro-actively suggests, implements and creates a safe work Environment.
- Evaluate each department of the manufacturing process and ensure maximum efficiency.
- Ensure all resources and assets are used efficiently and correctly.
- QA Department: provide corrective action, initiate and resolve MRB material.
- Communication with other Supervisors: communicate machine and employee status and production priority.
- HR: communicate personnel and disciplinary issues.
- HR: provide weekly payroll information and discrepancies.
- Planner-Scheduler: communicate production issues including scrap, material, and quality discrepancies that affect the production priority.
- Engineering: process improvement, and trouble shooting. Submit redlined documents.
- Facilities Manager: discuss and help resolve machine and building issues. Submit maintenance work orders as required.