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| Date Revised: 03/09/2021 | Position: Production Supervisor Location: Multiple |

JOB SUMMARY: Responsible for meeting production objectives within safety and cost standards by coordinating activities of and supervising personnel to maximize production and cost efficiency. Assigns, supervises, and always trains operators to ensure qualified coverage of operating positions; promotes clear understanding of safe equipment operation through motivation, discipline, and close supervision of activities. Establish and update operating procedures as needed. Will evaluate and implement projects which directly effect the operation of the plant.

ESSENTIAL FUNCTIONS:

1. Ensures safe and efficient operation of all equipment and processes.
2. Assigns, supervises, and trains employees in safe operations.
3. Motivates employees and manages human relation problems.
4. Responsible for coordinating meetings, maintenance, and repairs.
5. Directs operations which will achieve production goals in a safe and efficient manner.
6. Ensure all safety guidelines are followed and that all work is performed in a safe manner, including construction.
7. Ensure that all company policies and procedures are followed.
8. Aids with engineering & implementation of projects which pertain to the operation of the plant.
9. Ensures that quality procedures are followed.
10. Aids with training in ISO 9000.
11. Consults with engineering personnel relative to modifications to improve production and quality products.
12. Reviews and analyzes production, quality control, maintenance, and operational reports to determine causes of nonconformity with product specifications and operating problems.
13. Revises production schedules and priorities as results of equipment failure or operating problems.
14. Compiles, stores, and retrieves production data.
15. Performs other necessary functions as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Knowledge of ISO, Six Sigma and Lean Manufacturing processes, a plus.
2. Knowledge of safety practices and OSHA requirements.
3. Must have related experience in operation of equipment, plus supervisory experience.
4. Ability to train others to achieve maximum efficiency and productivity.
5. Excellent verbal and written skills as well as people management skills.
6. Good mathematical skills.
7. Must have a good reasoning ability and ability to make decision when necessary.

This description is not to be considered “all inclusive” of job requirements.

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