Job Title:	Production Supervisor	**EEOC Group Code:**	10-Production Operative Worker
Department/Value Stream:	Manufacturing Solutions Value Stream	**EEOC Classification Code:**	7-Operative
Employee Pay Group Code (1=Salary 2=ADP Time Card)	2-ADP Time Card	**Position Type:** (RFT, TFT, RPT, TPT, Intern)	RFT
Employee Classification: (Exempt, Non-exempt)	Non-Exempt	**Travel Required:**	<15%
Supervision Received:	Value Stream Manager	**Supervision Exercised:**	Floor Personnel

******Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

Job Description

Position Overview

Responsible for employee safety and continuous, efficient production in desired quantity and quality in relation to operations. Responsible for maintaining quality standards in relation to ISO standards and Lean Manufacturing concepts. Responsible for carrying out and maintaining production schedules, developed in conjunction with the Value Stream Manager.

Essential Duties and Responsibilities

1. Responsible for guiding department staff to meet daily/weekly production schedules; will operate production equipment as needed.
2. Responsible for communicating department and staffing needs with VS Manager.
3. Responsible for safety training and safe operating procedures training and testing for department staff.
4. Stimulates maximum efficiency and productivity from all employees and encourages safe and efficient utilization of equipment and facilities to maintain a high standard of quality control.
5. Maintains compliance with company policies, safety standards, and good housekeeping practices. Will communicate necessary information to all department personnel.
6. Responsible for assuring proper maintenance of equipment and production area is completed.
7. Prepare and maintain current production and inventory records.
8. Will assist in recommending purchases of new capital equipment and ideas to improve quality, production, processes, or working conditions.
9. Will utilize Made 2 Manage system to produce job orders, ship lists, shop floor manager, etc.
10. Organize all paperwork for jobs and assist in production of Misc. Sales Dept when necessary. Assure shipping and receiving is complete.
11. Will attend weekly meetings of Assembly Department to coordinate production needs.
12. Will monitor scrap report and conduct daily evaluation of scrap material. Will report resulting information to VS Manager.
13. Will attend and provide input for weekly supervisor and department meetings.
14. Will conduct bi-weekly safety and quality audits, determine root cause and implement corrective actions found.
15. Will lift up to fifty (50) pounds frequently and over fifty (50) pounds occasionally; must perform repetitive motions.
16. Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, and management.
17. Helps the company meet its Quality objectives.
18. Other duties as may also be assigned.

Key Competencies

Self directed learner; self-motivation; adaptability; use and apply current technical concepts; critical thinking; manage and resolve conflicts; problem solving; detail orientation; oral and written communication; decision making; frustration tolerance; time management; accountability; flexibility; social comfort; leadership; interpersonal relations; customer/quality focus; organization/planning; ability to identify, analyze and solve technical problems; data analysis; occupational knowledge/technology orientation; teamwork

Qualifications and Education Requirements

- High school diploma or GED
- Valid Driver's License
- 2+ years related work experience
- Forklift (electrical and propane)
- Basic computer knowledge (Windows, email, internet, etc.)
- MS Word-Beginning; MS Excel-Intermediate; MS Outlook-Beginning; M2M (will train on this program)
- Communication skills (Develop written communication requiring grammar skills; interact with customers on an explanatory basis; interact with groups of people, co-workers, subordinates; use of telephones, 2-way radios, public address system; and oral communication)
- Basic math skills
- Reading skills (Basic instructional)
- Spelling

- OR -

- An acceptable combination of education and experience.

Work Environment

The work environment characteristics described here are representative of those employees **may** encounter while performing the essential functions of their 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 will be required to sit for extended periods of time. The employee is frequently required to stand and walk. The employee may be required to occasionally lift/carry 0-20 lbs, and rarely lift/carry 21-50 lbs. Employee rarely must be able to lift 50 lbs overhead.

- Repetitive motion: The position involves light grasping, fre4quent forceful grasping, pushing/pulling and fine dexterity.
- Environment considerations: While performing the duties of this job, the employee is exposed to hot/cold temperatures, vibration, and chemical & noise exposure.
- Equipment used: includes, but not limited to computers, copy machines, fax machines, and a telephone
- Ergonomics: The employee is expected to use ergonomic practices on a daily basis. Upon hire and on a yearly basis, training is provided by the employer

Reviewed By:	Rodger Pearson	Last Updated Date:	06/11/12
Employee Signature:		Date:	