



# Job Description

Position Title: Production Supervisor		Date: June 16, 2004	Revision: March 26, 2008
QSD 4.18 JOBID Feb. '97	Authorization		
	President:	Human Resource Manager:	

## General description

The Production Supervisor oversees and develops Machine Operators and the Material Lube Handler. Also responsible for coordinating production activities according to the customers' schedule.

## Functions

- Performs all job functions in such a manner that Company quality objectives and standards are met in order to ensure customer satisfaction
- Coaches production personnel by continuously working to develop each operator. Accomplishes performance goals through a “servant leadership” approach. Each shift, regularly monitors each work cell and supports the people within it through:
  - Communicating with the operator
  - Auditing production figures
  - Auditing quality by monitoring SPC data and internal scrap data
  - Auditing safety and housekeeping
  - Auditing equipment
  - Searching for improvement ideas related to any of the above
  - Ensuring that Company policies are being followed
  - Coordinate and participate in the training of operators and challenge operators to prove retention of knowledge
  - Coordinates production activities to ensure that production schedules are met
  - Coordinates activities with support personnel
  - Test equipment that has had maintenance before releasing machine to production
  - Maintaining packaging inventory to ensure that the required amount is on hand and in good condition
  - Reports any barriers to employee well-being, quality, or production to the appropriate people
  - Contributes to decisions in hires, discharges, transfers, and procedures
  - In some instances travel will be required
  - Performs other associated duties as assigned

## Qualifications

- People-oriented
- Familiarity with the complete variety of shop equipment, concepts, practices, procedures
- Possess excellent communication skills, both verbal and written
- Training in QS-9000 procedures
- Some degree of formal training in business concepts a plus
- Familiarity with Microsoft Word, Excel, and Outlook
- Good problem-solving skills
- Team-oriented
- Safety Awareness



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- Forklift certified
- High school diploma or equivalent
- Ability to read a minimum of 6-pt font, held at arms length
- Ability to add and subtract negative and positive integers
- Ability to understand and use both English and metric units of measurement
- Basic print reading
- Minimum age 18 years
- Basic computer skills
- Good attendance is a condition of employment

### Reasoning ability

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

### 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 essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch.

The employee must regularly lift and move up to 25 pounds, and occasionally lift and move up to 40 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.