

PERFECTION SPRING & STAMPING CORP.
Job Description

POSITION TITLE: Production Supervisor
DEPARTMENT: Supervisors

JOB RELATIONSHIPS:

Reports To: Manufacturing Manager
Supervises: Group Leads, Assembly
Production Cell Operators, all shifts
Set Up production personnel on 2nd and, when applicable, 3rd shifts
Dockworkers, 2nd shift

BASIC FUNCTION:

Perform all functions associated with planning, coordinating and supervising workflow, workload and the performance of designated staff in accordance with established company and department objectives, as well as manufacturing processes, company safety programs and customer specifications. Supervise employees and temporary workforce engaged in assembly work activities on all shifts, as well as 2nd and, when operating, 3rd shift personnel across the plant. This includes, but is not limited to: hire, train and evaluate employee performance, review work and assist/coach/counsel employees, as well as enforce company policies, procedures, processes and rules.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- 1.* Supervise a group of employees engaged in production and related work activities. Recommend hire/discipline/fire, train/coach/develop employees both new and existing, review work, evaluate performance, enforce company policies, procedures, processes and recommend changes in employee status.
- 2.* Counsel employees, evaluate performance and motivate employees to meet planned goals and production standards.
- 3.* Monitor employee work activities, investigate production delays and product quality problems and take action to ensure quality standards and shipping schedules are met and maintained.
- 4.* Identify and recommend Process Change Requests (PCRs) to increase department productivity.
- 5.* Ensure safe operating practices and good housekeeping conditions are adhered to and maintained in departments and/or shifts commensurate with areas of responsibility.
- 6.* Recommend changes in manufacturing processes to reduce costs and improve product quality.
- 7.* Prepare and maintain required production records and SPC charts, process employee time cards and schedule temps and overtime as needed.
- 8.* Troubleshoot material, equipment, tooling and production problems, as appropriate, and follow up with appropriate party(ies) to resolve issues/problems and/or obstacles.
- 9.* Develop a training plan for Group Leads to ensure their ability to fulfill all aspects of their job requirements along with milestones and performance measures, in conjunction with Manufacturing Manager and/or Director, Human Resources and Safety.
- 10* Develop a structured process to coordinate daily activities of the Group Leads.

- 11.* Assign and schedule the workforce full/part-time employees and temporary staff, through Group Leads (on own, if necessary), to cover the daily scheduled requirements including, but not limited to: a variety of presses, slide and coiling production and other machine operations; resistance welding; assembly and 2nd shift tooling and shipping work.
- 12.* Perform minor equipment repairs as feasible; submit all other equipment repairs to the maintenance department and follow up to ensure completion.
- 13.* Participate in the development of sales quotations by providing input as to labor hours and production methods, as requested.
- 14.* Develop training programs, in conjunction with Manufacturing Manager and/or Director, Human Resources and Safety, and implement to develop employees and upgrade employee skills.
15. Maintain and reorder department supplies and materials as required to meet production needs.
- 16.* Perform work of direct reports, including setting up equipment to maintain the flow of work in the department, as necessary.
17. May serve as member of safety committee, conduct plant inspections and recommend safeguards to eliminate existing and potential hazards and plant incidents and employee accidents.
18. May develop and implement safety programs and training exercises to reduce accidents and improve company safety record, in conjunction with the Director, Human Resources and Safety.
- 19.* Keep manager and senior management team informed of unusual problems.
20. Perform other related duties as assigned.

* = essential job duties

POSITION REQUIREMENTS AND SPECIFICATIONS:

- A minimum of 5 years experience in a manufacturing plant with demonstrated experience in managing a group of employees engaged production and related work activities.
- Demonstrated proficiency to lead employees to achieve departmental and company production, quality and safety goals and standards.
- Demonstrated proficiency in training staff, setting priorities, managing employees, workload and workflow, and enforcing company policies, procedures, processes and collective bargaining agreement.
- Demonstrated ability to exercise considerable judgment to investigate and formulate corrective action(s) to resolve production and related quality, safety and employee-related problems, guided by precedent and within the limits of established policies and procedures, current collective bargaining agreement, and in dealing with all levels of employees and management to meet production schedules in accordance with organization policy and programs.
- Demonstrated ability to influence others in areas such as meeting production schedules, implementing corrective actions, streamlining departmental work and plant workflow, and meeting standards of performance and operating procedures, to improve overall operating results.
- Strong supervisory skills, including delegating, assigning, reviewing and verifying work, as well as eliminating obstacles and operational difficulties relating to production problems.
- Demonstrated proficiency and willingness to assist and train employees, as well as perform work supervised.

- Must be able to physically handle material and tools, which is equivalent to frequently lifting or moving material up to 50 pounds. Lifting is floor to waist and/or waist to chest.
- Ability to follow all safety procedures and standard operating procedures established by the company.
- Able and willing to work in an environment with continuous exposure to noise and oil.