



Production Supervisor

JOB SUMMARY:

The Production Supervisor directs the activities of all the Fabrication and Assembly activities within the manufacturing plant in an efficient manner for the desired quality and quantity of work. Continually improves the delivery and quality of product from the area by identifying and removing waste using the principles of LEAN; assists with the deployment of new products into the production area; participates in concurrent engineering processes such as failure modes effects analysis, design reviews and other design and preproduction activities. The Production Supervisor provides leadership for production personnel and evaluates the performance of leads and subordinates as requested.

ESSENTIAL FUNCTIONS:

1. Follows LEAN principles contained in the Toyota Production System – teaches lean and expects others to apply these principles in their daily work.
2. Coordinates daily activities and manpower needs with other production area and warehouse supervisors.
3. Organize incoming work orders to include “pre-staging” activities, tracking backorders and shortages to meet customer demand.
4. Monitors raw material inventory levels to ensure uninterrupted production.
5. Enforces company practices, policies and procedures. Corrects unsafe practices and conditions.
6. Oversee the OJT system ensuring that it is effective. Maintain area personnel training records.
7. Ensures product is properly inspected as per engineering specification and is delivered in proper quantity at proper time.
8. Interview, select and hire personnel. Oversee training and evaluate progress of personnel assigned to area. Conduct periodic reviews for all personnel in their area.
9. Oversee operator level preventative maintenance program for all the tools and equipment in their area.
10. Provides attendance, training, and quality (WRO) reports as required.
11. Investigates, justifies, purchases and tracks all capital equipment expenditures within assigned area.
12. Insure area housekeeping and organization is maintained.
13. Other duties as assigned

JOB QUALIFICATIONS:

- Three to five (3-5) years relevant production lead and/or supervisory experience, including assembly and fabrication methods and processes.
- 1-2 years “hands on” experience implementing the Toyota Production System LEAN principles and practices.
- Able to participate in design team activities and provide input to designers regarding production process capability.
- Able to suggest and create production methods to meet design intent of new products.
- Ability to enter data into an automated MRP/ERP system.
- Ability to analyze and interpret basic production efficiency, quality and throughput data.
- Ability to understand, interpret and apply engineering drawings to sequential production or material handling processes.



-
- Proven ability to lead and organize people, allocate material and other resources to accomplish essential job functions.
 - Ability to use Excel and Word software programs, and proficiency in navigating the internet.
 - Good attendance record
 - Ability to interact and communicate effectively with peers, supervisors and upper management.
 - Ability to manage multiple priorities, and high work volume.