

Job Title: <u>Production Supervisor</u>	Number
Reports To: <u>Director of Manufacturing</u>	Revision <u>A</u> Page 1 of 2
Approved by: <u>President & CEO</u>	Supersedes: <u>N/A</u>
Approval Date: _____ Exempt: <u>No</u>	Effective date:

General Responsibility Statement:

The production supervisor position is responsible for supervising production employees in a manufacturing environment. This position oversees the shift production of manufactured products of the Van Beek product line in accordance with regulatory standards. Additionally, this position plans and assigns work, executes and enforces policies and procedures, and recommends improvements in production methods, equipment, operating procedures and working conditions.

Essential Job Responsibilities:

1. Reviews production schedule and plans labor support accordingly.
2. Ensures effective employee relations. Provides employee coaching and development. Resolves employee issues through conflict resolution.
3. Balance quality, productivity, cost, safety, and morale to achieve positive results in all areas. Works to continuously improve in all areas.
4. Manages departmental performance measures, including visual controls and provides regular progress reports to manager.
5. Performs accident investigations.
6. Maintains proper inventory levels.
7. Tracks absenteeism and timekeeping.
8. Works closely with other shift employees to ensure shift production handovers are effectively communicated, and properly set-up for next-shift production.
9. Trains production associates in such areas as production operations, functional skills, safety, quality, and compliance measures.
10. Maintains housekeeping standards to ensure a clean and safe workplace

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Reasoning Ability, and or Experience:

Three to five years previous management experience in manufacturing environment is preferred, or equivalent combination of education and experience.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Communication and Language skills:

Must possess strong communication skills. Works well with others in one-on-one and in group situations. Must be able to communicate effectively to a wide range of employees from entry level to upper management. The ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals is required. Must be able to write routine reports and correspondence that project professionalism and competence to both internal and external customers. Must be capable of handling sensitive information in a completely confidential manner.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 60 pounds. The employee is occasionally exposed to noise, fumes and or airborne particulate if in the manufacturing environment.

Other Skills and Abilities:

Possesses basic computer and keyboarding skills. Familiar with all Microsoft Office products including Word, Excel, and Outlook.

Qualified candidates must possess strong people relations skills. Displays a positive attitude and friendly personality towards internal and external customers. Must possess strong verbal communication skills and the ability to handle difficult conversations in a calm and professional manner at all times.

Must have or obtain a valid forklift driver's license. Must possess a strong sense for mechanical aptitude, able to troubleshoot and problem-solve for various mechanical and technical issues.

Trained and possesses and active certification in First-Aid and CPR.

Supervisory Responsibilities:

This position does have direct reports.

Acknowledgement

My signature below verifies that I have been provided with a copy of this job description. I have read and understand the essential functions of the job and the job qualifications. Additionally, I have reviewed the physical demands of this position and hereby state that I am able to perform the physical demands either with or without accommodation.

Signature

Date