



*“Your Reliable Heat Source”*

## **Production Supervisor Job Description**

The Production Supervisor has primary responsibility for overseeing a production line. The role is constantly managing multiple priorities across the shop floor on a shift. There is a high degree of “in the moment” decision-making that affects, safety, quality and delivery.

**REPORTS TO:** Operations Manager

### **ESSENTIAL RESPONSIBILITIES:**

- Supervise Skilled Labor positions
- Assigns production schedules to ensure that production builds are met
- Will ensure that all employees have the proper training in their given field and make certain that they approach their work in compliance with the programs, procedures, and policies that have been instilled
- Provides or otherwise assigns training, as required to assure processes and standards are met
- Keep track of group attendance on a daily basis; identifies non-conformance and makes corrections as necessary
- Provides recommendation and input into the employee evaluation and disciplinary processes
- Work with engineering and quality teams to identify, troubleshoot, and resolve production problems
- Responsible for MRO inventories and requisition for materials and goods
- Minimizes waste and cost and ensures conformance to safety and quality standards
- Generate ideas and implement changes in processes and use of equipment to increase efficiency, improve safety and quality, reduce costs, and improve employee morale
- Ensure adherence to Company policies and SOPs (Standard Operating Procedures)
- Maintain line cleanliness through good housekeeping practices. Develops appropriate programs in areas needing improvement planning
- Responsible for safety on the line and for adhering to all safety rules and programs, and for attending all required safety training
- Other duties as assigned

### **MINIMUM QUALIFICATIONS:**

- Previous manufacturing experience
- BA/BS in Business, Management, or Engineering or related field required, and/or 3+ years production supervisory or leadership role a plus
- Strong knowledge of manufacturing processes, including but not limited to, welding, assembly, fabrication, and safety
- Proficiency in Microsoft programs
- Demonstrated ability to direct, coach, and train associates as well as plan, monitor and schedule work
- Demonstrated ability to analyze and resolve problems

*Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.*