



Job Title: Production Supervisor
Reports to: Operations Manager

Summary of Position:

We are seeking a reliable and motivated Production Supervisor with experience managing a production staff in a fast paced and dynamic manufacturing environment. The ideal candidate has experience in supervising CNC Machining and Assembly teams with a proven track record of improving safety, on time delivery, quality, and costs.

Duties and Responsibilities:

- Responsible for following, maintaining, and establishing processes and procedures that promote an efficient and safe work environment.
- Ensures efficient collaboration and coordination between departments to deliver products on time, on cost, and on quality.
- Assists in generating capital equipment projects targeting productivity improvements.
- Monitors and regulates production staffing needs across multiple shifts to ensure staffing levels are in line with business demands.
- Defines shift schedules and approves time off requests while securing business needs are being met.
- Establishes and maintains Skills Matrix to create training plans targeting production deficiencies.
- Interviews and hires production staff in conjunction with Operations Manager to support operational needs.
- Accountable for ordering, tracking, and maintaining appropriate levels of tooling and supplies to support production while optimizing cost initiatives.
- Daily tracking and reporting of safety, quality, velocity, and cost metrics for production teams across multiple shifts.
- Coordinates with maintenance to secure PM schedule on production equipment is up to date.
- Implements, revises, and maintains production standards in accordance with ISO9001 and AS9100 quality management systems.
- Ensures all safety rules and regulations are followed.
- Investigates accidents, performs root cause analysis, and executes corrective actions to prevent further injuries.

Accountable for production staff performance evaluations, disciplinary actions, and performance improvement plans.

Core Competencies:

- Demonstrated leadership skills in a manufacturing environment
- Excellent verbal and written communication skills
- Organizational, project and time management skills are essential.
- Excellent analytical skills along with demonstrating a strong work ethic and superior technical abilities.
- Demonstrated CNC machining know-how and people skills to provide hands-on management.
- Experience with ERP systems and product flow

Education and/or Experience:

- Bachelor's degree from four-year College or university; or 3 to 5 years related experience and/or training; or equivalent combination of education and experience
- 3+ years' experience in a supervisory or management role in a manufacturing environment

Physical Demands/Work Environment:

The physical demands and work environment characteristics 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 the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, bend, reach and move about the facility while complying with OSHA standards.
- Regularly required to sit, stand, walk, lift, and bend within/around processes.
- Use hands to feel/touch parts.
- The Employee is frequently required to reach with hands and arms.
- Maneuvers in, around, under, and about factory and/or laboratory equipment on a regular and continuous basis
- Must be able to perform lifting operations including jobs that may have some heavy lifting up to 40 lbs. by self. Load(s) greater than 40 lbs. require a minimum of 2 employees to lift. Any load weighing 80lbs or more will require the use of a material handling device such as a hoist or a forklift.