

QUALITROL COMPANY POSITION DESCRIPTION

JOB TITLE: PRODUCTION SUPERVISOR	EEO CATEGORY: OFFICIALS & MANAGERS	FLSA: EXEMPT	SUPERSEDES: NEW
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REPORTS TO:
Director of Operations

BASIC FUNCTION:

The Production Supervisor will supervise, train and coordinate the activities of team members to achieve production volume, product quality, delivery, and cost goals. They will be responsible for the continual improvement of plant policies and production techniques seeking to increase quality and efficiency.

ESSENTIAL DUTIES:

1. Responsible for product quality, on-time shipment, and the efficient use of associate time and production material within the assigned cells. Maintain records for same.
2. Responsible for establishing takt time goals per production forecasts and schedules.
3. Responsible for the assignment of a sufficient quantity of trained associates to each cell. Coordinate vacation schedules and temporary replacements for the cell associates. Responsible for the orientation and training of new employees and the re-training as required of existing employees.
4. Responsible for performance appraisals and other cell associate actions including additions, discharges, and disciplinary measures.
5. Investigate shop accidents, report findings and recommend corrective actions.
6. Interprets company policies to cell associates.
7. May have Hazardous Waste Responsibilities depending on the plant location assignment.

QUALIFICATIONS:

- BS in Engineering, Business, or Production Management preferred.
- 5+ years experience as a first line supervisor.
- Troubleshooting/Problem Solving mentality.
- High sense of urgency in order to accomplish tasks.
- Excellent planning & follow-through.
- Working knowledge of quality improvement process.
- Ability to solve practical problems and deal with a variety of personnel and production problems.

Working Conditions:

- Manufacturing environment.
 - Safety glasses required when in plant.
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