



Join Our Winning Manufacturing Team

JOB TITLE: Manufacturing Production Supervisor

REPORTS TO: Director of Manufacturing/Shop Manager

FULL/PART TIME: Full-time

LOCATION: Accident, MD

Disclaimer: This position description provides a summary of typical job functions. The assigned duties, tasks, and responsibilities are subject to change and are not limited by this position description.

POSITION SUMMARY

Responsible for assisting with the staffing and supervision of manufacturing shop employees to ensure workflow efficiency, maximizing employee performance and production capabilities, and compliance with Company quality and workplace safety standards. Responsible for monitoring the final assembly workflow and operations process. Monitors production and performance metrics. Identifies obstacles that may interfere with expected outcomes and recommends solutions.

ATTRIBUTES

- **Courteous and Ethical Behavior:** The ability to use good judgment and avoid situations that create an actual or perceived conflict between personal interest and those of the Company.
- **Written and Oral Comprehension:** The ability to read, listen to and understand information and ideas presented in writing or through spoken words.

ESSENTIAL FUNCTIONS

- Ensure workplace rules, policies and regulations are followed.
- Follow departmental policies and procedures to help achieve division goals and objectives.
- Ensure that shop personnel follow appropriate personnel practices and Company policies.
- Review work orders and production schedules.
- Evaluate and recommend acquisition of equipment and materials.
- Maintain operations data, such as time sheets, tracking numbers and shipping records.
- Monitor inventory to support production schedule.
- Notify the manager of recommended design changes, work labor, or material shortages.
- Ensure workplace health and safety requirements are met.

QUALIFICATIONS

- High school diploma or equivalent.
- 1-3 years related work experience in a manufacturing or industrial setting.
- Demonstrated knowledge and/or experience with production workflow process and related products, materials or equipment, continuous improvement, quality, and safety standards.
- **Speaking:** Talking to others to convey information effectively.

- Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Time Management: Managing one's own time and the time of others.
- Monitoring: Monitoring/Assessing performance to make improvements or take corrective action.
- Judgment and Decision Making: Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternate solutions, conclusions, or approaches to problems.
- Operational Excellence: The ability to identify problems, gather and analyze information skillfully, and recommend solutions in the best interest of the department and Company.
- Leadership: Provides clear direction, coaching, and positive and constructive feedback to staff. Defines roles, responsibilities, and job assignments. Takes responsibility for decisions/actions. Positive influence on others.

Physical Requirements

- Walking and Sitting: 1/3 to 2/3 of the time
- Standing: 1/3 to 2/3 of the time
- Fingering or Manual Dexterity: Less than 1/3 of the time
- Repetitive Finger Motion: Less than 1/3 of the time
- Lifting up to 25 pounds: More than 2/3 of the time
- Lifting up to 50 pounds: 1/3 to 2/3 of the time
- Lifting up to 100+ pounds: Less than 1/3 of the time
- Reaching or Stretching: 1/3 to 2/3 of the time
- Climbing or Balancing: Less than 1/3 of the time
- Crouching or Stooping: 1/3 to 2/3 of the time
- Speaking and Hearing: More than 2/3 of the time
- Smelling: Less than 1/3 of the time
- Seeing: More than 2/3 of the time
- Close Vision: 1/3 to 2/3 of the time
- Distance Vision: 1/3 to 2/3 of the time
- Color Discrimination: 1/3 to 2/3 of the time
- Peripheral Vision: Less than 1/3 of the time
- Depth Perception: More than 2/3 of the time
- Focusing Ability: More than 2/3 of the time

Work Environment: The position involves occasional exposure to outdoor weather conditions, toxic or caustic chemicals, vibration, loud noise levels, and fumes or airborne particles. There is an occasional risk of electric shock as well as fire or explosion.

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