



## Production Supervisor

**EMPLOYMENT AGREEMENT:** Exempt

**ADVISOR:** Production Manager

### **PRIMARY CHARACTERISTICS:**

- **Principles:** Supports and models the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- **Team Work:** Create a positive, energizing, and rewarding environment for all Coworkers. Work closely with other Reell facilities, functional leaders and coworkers to achieve broader corporate goals.
- **Professionalism:** Displays professionalism to all Reell constituents by the actions, attitudes and work style displayed. Displays appropriate professional dress.
- **Pleasant Demeanor:** Treats people with dignity and respect and always displays a pleasant demeanor when greeting guests.

### **KEY RESPONSIBILITIES:**

- **Operations Supervision:** Supervises production staff as assigned. Creates and implements annual conferences, corrective actions, personnel change requests, and other documents associated to coworker supervision. Creates hire requests and hires the required number people to maintain production and required capacity levels while operating as efficient as possible. Identifies training and development needs for coworkers. Trains and develops staff on manufacturing methods, continuous improvement, and processes.
- **Process Knowledge:** Maintains a thorough knowledge of manufacturing processes, equipment, fixtures, and products to produce products to meet customer requirements. Detailed knowledge of SOE's for each product. Assist in developing capital equipment justifications to increase efficiency, capacity or improve quality.
- **Project Management:** Manages and/or support specific projects as assigned for the execution of operations goals. Facilitate and lead projects to effective completion as assigned. Supports the overall operations direction and improvement plans. Takes initiative and follows up.
- **Continuous Improvement:** Continuously identifies and implements improvements within manufacturing to improve efficiency, reduce waste, reduce inventory, reduce lead-time, and increase quality. Participates on other improvement teams as necessary to assist operations and other departments with implementation of development projects.
- **Production Performance:** Maintains documentation of production performance including QCDS. Participates in the creation and continuous improvement of BOO's and labor standards. Develop shift goals which are aligned with overall company directives and measure to assure we are achieving desired results.
- **PDP Process:** Participates in the PDP phase gate process during the NPI. Acts as a liaison between Engineering and Production. Ensures all production required documentation (work instructions) is completed before the first production runs. Ensures safety features are in place on all new production equipment
- Other duties as assigned.

## **SKILLS REQUIREMENTS:**

- Industry and Technical Knowledge
- Analytical Thinking and Problem Solving
- Effective Communication & Comprehension
- Customer Focus
- Quality Focus
- Adaptability
- Facilitating Change
- Continuous Learning
- Cost Reduction, Planning and Organization Skills
- Ability to handle multiple tasks and assignments simultaneously
- Lean/Sigma kaizen Experience
- Performance Management
- Experience with ERP system

## **EDUCATION AND WORK EXPERIENCE REQUIREMENTS:**

- Minimum of three years of supervision experience in manufacturing
- Trained in Lean Manufacturing or 6 Sigma practices

## **PREFERRED REQUIREMENTS:**

- BA or BS in Manufacturing, Business Management, Engineering or related field required

## **PHYSICAL REQUIREMENTS:**

- Domestic and international travel of up to 25% (coach class)
- May be required to lift up to 40 pounds or sit or stand for longer periods of time