

### 1. SUMMARY

Under the general direction of the Production Regional Manager(s), the Production Floor Supervisor will provide direction to the shop floor personnel, monitor the quality of work, ensure employees receive the proper training, and address maintenance issues. Position will oversee and assist with the daily Plant operations including process and procedure improvement activities.

### 2. PRIMARY RESPONSIBILITIES

- Provide guidance and direction to the production floor personnel.
- Accomplish manufacturing staff results by communicating job expectations; planning, monitoring and appraising job results; coaching, counseling, disciplining employees; and initiating, coordinating and enforcing systems, policies and procedures.
- Develop and maintain training programs in conjunction with the Training Coordinator to ensure that all personnel have the necessary skills to perform their duties safely and productively
- Coordinate daily production floor activities and delegate assignments to production personnel.
- Communicate clear expectations to production personnel, keep them informed of matters pertaining to their job, and develop personnel growth opportunities.
- Monitor employee work performance relative to expectations and maintain material/workflow through the facility.
- Ensure material handlers supply the workstations with material quickly and efficiently.
- Monitor and enforce safety policies.
- Maintain a safe and clean work environment at all times by educating and directing personnel.
- Ensure equipment and tools are in good working order and available for use when required.
- Ensure all stations are producing product to the company's quality standards.
- Continuously evaluate and modify the plant layout and material workflow for increased throughput and productivity.
- Monitor and enforce work start, break, and stop times of the production floor personnel.
- Monitor and enforce cell phone prohibition of the production floor personnel.
- Monitor tidiness of the workstations and machines as well as the shipping and receiving yard.
- Coordinate cleanups where necessary.
- Fill out maintenance requests as necessary.
- Attend and participate in regular production meetings.
- Work in a fast paced environment with fast changing priorities.
- Address conflicts of interest and provide solutions.
- Issue Personal Protective Equipment (PPE) as well as tools as necessary.
- Lead the production floor personnel and maintain a positive work atmosphere.
- Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Position report to and works closely with the Production Regional Manager(s).
- Uphold all ISO and OSHA standards applicable to the responsibilities above.

### 3. KNOWLEDGE AND SKILL REQUIREMENTS

- High School diploma or equivalent is required.
- Associate's Degree or Trade/Technical School Certification preferred.

- Two (2) years minimum of leadership experience in a heavy metal fabrication environment is required.
- A minimum of 5 years' experience in a manufacturing plant is preferred.
- Experience with SAP preferred.
- Strong supervisory and management skills.
- Strong knowledge of plant and manufacturing operations required. Experience with CNC machines, welding, punching, bending and sawing highly preferred.
- Good training skills.
- Knowledge of lean principals, raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Ability to read blueprints and parts lists and to apply the metric system.
- Ability to work independently and as part of a team in a fast paced environment with little direction.
- Basic Microsoft Office 2010 and computer skills.
- Ability to produce quality products consistently.
- Ability to follow instructions
- Ability to work all three shifts.
- Ability to lift heavy items.
- Willingness to learn and work to the best of his/her abilities
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Excellent organizational and time management skills.
- Effective communication skills, both verbal and written.
- Strong leadership skills.
- Strong interpersonal communication skills.
- Excellent judgment and decision making abilities.
- Effective troubleshooting and management skills.