



Supervisor of Production

Date:	September 11, 2017	Job Family:	Technical/Production
Department:	Manufacturing	Job Group:	Technical
Reports to:	Manager of Production	OT Status:	Non-Exempt
Location:	Monticello, MN	Relocation Available:	No
Openings:	Day Shift		

Job Summary

The Supervisor of Production will provide overall supervision of manufacturing operations, utilizing working leads and individual contributors. Responsible for supervising and coordinating operations, productivity, and work quality; ensuring parts and assemblies are produced efficiently, on time, within budget, and to specifications.

Essential Functions

The primary duties and responsibilities of the Supervisor of Production consist of but are not limited to:

- Supervise and give direction to manufacturing/production employees
- Schedule and coordinate departmental activities to meet schedule attainment, inventory requirements and deliver quality manufactured products
- Ensure a positive approach to employee relations situations
- Maintain effective lines of communication with employees, leads and Manager of Production
- Support safety initiatives; policies and procedures to ensure plant operations are safe and consistent with company and governmental standards and help reduce accidents and injuries
- Partner with Manager of Production and Human Resources on employee disciplinary situations, administer policies and procedures as established; fairly and consistently
- Lead by example, coach and mentor all assigned employees
- Monitor cost reductions, such as waste, scrap, damage and rework
- Development of production employee knowledge and skills through performance management, performance feedback, and the formal performance review process
- Partner with Human Resources in the hiring process for manufacturing/production employees
- Monitor and maintain TPM schedules
- Review and analyze production dashboard reports daily to measure and ensure effectiveness and productivity goals are met
- Monitor requirements for production schedules; partner with Supply Chain to assure efficient and effective use of all production assets
- Prepare and approve work schedules including time off requests

Qualifications

- Minimum requirements: High School Graduate (or equivalent)
- Two-year Technical degree and business courses

- 4-6 years' experience progressively responsible manufacturing experience
- Preferred 1-2 years of leadership experience with teams of 10 employees or greater
- 4-6 years' experience with precision CNC manufacturing equipment, materials, processes and systems in versatile manufacturing environments

Accountabilities

- Ensure compliance with company standards
- Provide positive, effective, and professional communication, coaching, training and development opportunities for manufacturing/production employees
- Promote and ensure quality and workmanship standards are met
- Ensure and promote effective 5S and good housekeeping standards are being met throughout the shop floor
- Maintain safe working conditions, lead and promote safety
- Ensure the highest possible throughput performance, along with required quality standards are achieved and individuals are held accountable

Authorities

The production supervisor has decision-making authority regarding manufacturing including:

- Supervise and provide direction to production staff
 - Executes daily scheduling (individuals to machines)
 - Partner with HR and Production Management to administer performance management activities if necessary
 - Plan, schedule and authorize PTO
- seek approvals for production expenditures (maintenance, tooling, equipment, hand tools, etc)

Competencies

- Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems
- Able to make effective and timely decisions
- Demonstrated leadership and planning skills
- Ability to analyze production data/reports to assess impact on throughput, efficiencies and other KPIs
- Demonstrated experience in effective delegation; development of staff
- Ability to drive improvement through implementation of the Lean manufacturing principles and techniques
- Strong technical understanding of machining and finishing processes
- Strong business acumen
- Demonstrated capacity for timely, effective, proactive, and professional communication that commands respect and inspires others. Exceptional listener and communicator who effectively conveys information proactively, both written and verbal
- Must be able to read and interpret drawings and specifications
- Proficient in use of computers and technology commensurate with job requirements
- Excellent Leadership skills

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