



## **JOB DESCRIPTION**

**Job Title:** Manufacturing Supervisor  
**Department:** Operations  
**Reports To:** Operations or Plant Manager  
**Prepared By:** JoEllen Frederick  
**Prepared Date:** October 3, 2011  
**Approved by:**

*The information on this job description indicates only the general nature and level of work performed by personnel assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and qualifications required of personnel so classified. Minor changes in work assignment will not necessitate revision of this document.*

### **General Function:**

The Manufacturing Supervisor has accountability for key performance measures in the assigned department/area of the plant. These include Safety, Quality, Labor Costs, Productivity, On-time delivery and Lean initiatives.

### **Essential Responsibilities & Duties:**

- Directing activities and flow within assigned area(s)/department(s) to include managing the operators, material handlers, inspectors, customer service representatives, schedulers etc.
- Directing and managing the training activities of new employees
- Administering Company policies and practices fairly.
- Ensuring that work areas comply with health, safety and environmental standards.
- Adherence to all internal and external quality standards
- Support and engage in the 95/5 Positive Employee Philosophy
- Frequently communicates with direct reports and management counterparts, using a forthright, supportive approach
- Evaluate, manage and motivate all direct reports with a strong emphasis on planning, organization, preparation, follow-up and internal communication.
- Support a lean, high-performance culture that rewards overachievement and encourages continuous improvement at all levels of the organization.
- Communicate clearly and directly with employees concerning performance expectations, productivity, and accountability.

**Direct Reports:**

Hourly personnel in assigned department/area

**Qualifications and Competencies:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, behaviors and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 3 to 5 years of experience as a front line supervisor in manufacturing (with minimum of 25 direct reports); experience in metal fabrication, stamping, heavy truck industry experience preferred.
- Associate's Degree in Business Management or related field
- Proficient with MS Office: Word, Excel, PowerPoint, Access
- Results oriented leadership style with a focus on continuous improvement and execution
- Strong decision making and problem solving skills, with an emphasis on innovative and creative solutions that result in higher profitability.
- Operates with high integrity; builds trust, quickly wins and sustains credibility in relationship with others
- Ability to communicate professionally with people at all levels of the organization and external contacts; Professionally assertive
- Understanding of key performance indicators in a lean manufacturing environment.
- Previous knowledge of paint processes and waste water is desired.