

Universal Industries, Inc.
Job Description

Job Title: Production Supervisor
Department: Production
Reports To: General Manager
FLSA Status: Exempt
Prepared by: HR Manager
Prepare date: 03/08/2010

SUMMARY

Supervises and coordinates activities of production workers while works closely with Scheduling, Purchasing, Sales, Engineering and General Manager and other departments in conjunction with Universal's policies and procedures by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Oversees and directs employee activities in order to ensure that all production goals and customer requirements are met while maintaining safety requirements, product quality, and minimizing operational costs.

Must be self-directed/motivated and able to work without close supervision. This position requires high energy and motivation and a strong desire to drive positive change. Ability to set an example of a great work ethic for all employees under his/her direction.

Accountable for daily productivity and results, quality requirements and ability to maintain inventory control. Ensures that work standards and quality of the employees' work meet company requirements. Measures progress by established standards of performance.

Continually reviews routing standards and revises if necessary under the established procedures.

Reviews production orders and schedules to ascertain product data such as types, quantities, and specifications of products and scheduled delivery dates in order to plan area operations.

Prepares operational schedules and coordinates manufacturing activities to ensure production and quality of products meets specifications.

Troubleshoots production problems and recommends measures to improve production methods, equipment performance, and quality of product.

Communicates with other shift supervisors, General Manager and other areas to coordinate and plan necessary activities and identify results on a daily basis.

Establishes daily priorities and sequences for factory work stations if necessary.

Interprets company policies to production personnel and enforces safety regulations as well as has a full understanding of the Union Bargaining Agreement.

Recognizes and solves problems affecting production including schedules, staff, quality, and

inventory placement and storage. Works with other supervisors and production workers to resolve work problems.

Initiates or suggests plans to motivate workers to achieve work goals. Coach employees to maximize efficiency and effectiveness in daily operations.

Understands and uses manufacturing software including but not limited to Shop Floor, Data Collection, Customer Order Processing and Item Master.

Reviews production and operating reports and resolves operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays.

Establishes and implements cycle counting procedures to verify inventory accuracy.

Submits a weekly shop floor activity report.

All other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises between 10-20 employees in the Production Department. Is responsible for the overall direction, coordination, and evaluation of assigned areas. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, making hiring recommendations and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS 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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university plus one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal

with several abstract and concrete variables.

SAFETY REQUIREMENTS

Safety provisions are set forth in the Employee Handbook and will be followed when applicable.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually loud.