



## **PRODUCTION SUPERVISOR JOB DESCRIPTION**

### **Position**

This is a full time, salaried – exempt position that reports to the Production Manager. The Supervisor provides direction to union production staff, including team leads.

### **Education:**

- BS Management, Business, Engineering desired

### **Responsibilities**

- Lead the production and support teams to meet performance goals for safety, quality, delivery, cost and visual management for assigned area
- Facilitate Cell Management Team and hold team members accountable to agreed upon action items
- Facilitate Root Cause and Corrective Action efforts to solve safety, quality and production flow issues
- Develop solid understanding of the cause and effect of changes to your assigned production processes
- Drive continuous performance improvement to a future state vision by analyzing processes, collecting data, and working with cross-functional teams to implement process improvements
- Support New Product Development and Engineering Change Order efforts
- Proactively understand and communicate process or parts needs
- Willing to work the hours needed to satisfy customer requirements and drive positive change
- Issue discipline to production employees and communicate issues with HR as needed
- Accurately update labor, time away approvals, Key Performance Indicators and gemba board for assigned area
- Effectively utilize and cross-train manpower for optimal results, including sharing with other areas when needed

- Consistently comply with all company and union contract policies and ensure all team members do the same

## **QUALIFICATIONS**

- At least 3 years of experience as a leader in a manufacturing environment
- Basic understand of sheet metal fabrication and assembly processes
- Takes ownership of assigned area and shows initiative to address performance shortcomings
- Self-starter with high sense of responsibility
- Creates positive energy among team and inspires team members through their own actions
- Comfortable and effective with both one-on-one coaching and team facilitation
- Ability to hold yourself, your staff and support teams accountable to internal and external KPIs
- Ability to effectively evaluate and teach team members to satisfactorily complete tasks required to meet customer requirements
- Ability to understand and resolve people and process related problems
- Excellent written and verbal communication skills among all levels in the organization
- Competent in Microsoft Office software (i.e. Excel, Word, Outlook)

Please sent resume to our Human Resources Manager at [jobs@empircomfort.com](mailto:jobs@empircomfort.com)  
Place "Production Supervisor" in the Subject of your e-mail.