



**Position Title:** Production Supervisor  
**Immediate Supervisor:** Production Manager  
**Department:** Operations  
**Location:** New Kensington, PA  
**FLSA Status:** Salaried Exempt

#### **Brief Summary of Position Purpose:**

Directs and coordinates activities of production department(s), as identified in processing materials or manufacturing products by performing the following duties directly or through subordinates. Support the planning of, and implementation of production order requirements; correlate planning and scheduling with Cell capacity and available staffing; revise and reschedule orders when necessary; establish manufacturing lead times; collaborate with inventory control, purchasing, engineering, and planning to coordinate schedules; prepare reports; assign work; maintain files and records .

#### **Essential Functions:**

- Directly oversees and coordinates personnel and activities within assigned production areas.
- Supports the Planning Department in scheduling work by Cell based on established lead times, material availability, and staffing.
- Prepares/revises operational schedules and directs manufacturing activities to ensure production and quality of products meets specifications.
- Develops or revises standard operational and working practices and directs workers to ensure compliance with standard; safety practices, efficiency achievement, adherence to SOP's, and Standard Work practices.
- Monitors and actively reduces scrap costs and other expense items affecting department budget; investigates, recommends changes, and communicates equipment and manpower efficiencies and needs.
- Assists subordinates in solving work problems associated with operations and shop processes. Drives solutions to address root cause.
- Maintain inventory accuracy. Responsible for implementing lean manufacturing ideas and concepts with staff and reporting results.
- Coordinates with the assigned Test Area lead and test engineering group for accomplishment of all in-house testing and calibration of hardware.
- Resolves worker grievances or submits unsettled grievances to Human Resources through Manufacturing Manager for action.
- Explains company policy and regulations to employees and communicates changes in administrative practices and/or procedures.
- Other duties as assigned.

#### **Education/Training/Certifications:**

- Associate Degree (Directly related experience may be substituted on a year for year basis)



### **Experience:**

- Minimum of 3 years of Group Leader or Supervisory experience; Union environment preferred.
- Experience with Lean Manufacturing and Kaizen activities preferred.

### **Required Skill Sets: (e.g., computer skills, communications, math, etc.)**

- Effective supervisory skills to lead, guide, and motivate employees.
- Effective interpersonal and communication skills, both verbal and written.
- Ability to read and comprehend complicated drawings and specifications, short correspondence, and memos. Ability to write simple correspondence.
- Effective presentation skills in one-on-one and small group situations to customers, clients, and fellow employees.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The ability to compute rate, ratio, percent and to draw and interpret bar graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. The ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.
- Efficient computer skills to include Microsoft Office Products, Outlook, Word, Excel, and Power Point
- Working knowledge of Web Browser use – miscellaneous research for Tools, Parts, Safety, SDS forms used on the floor; MRP Dataworks – Epicor Manufacturing software; Spreadsheet software; Outlook for e-mail; and Word Processing software.

### **Physical Demands: (e.g., lifting, travel, etc.)**

- Regularly required to sit, talk and hear and routinely required to walk and stand.
- Occasionally exposed to outside weather conditions.
- Position requires concentration, accuracy, and focused mental effort.
- Works in normal manufacturing plant environment with occasional exposure to plant heat, moderate noise, dust, dirt and fumes.
- May travel as business needs require for training updates, etc.

Pursuant to the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable qualified individuals to perform the essential functions of this job.

AA/EEO/M/F/D/V