

# Production Supervisor - Iowa

## Reports To:

The Production Supervisor reports directly to the Plant Manager

## Job Overview:

The Production Supervisor is a full-time position responsible for supervision of the production process, focusing particularly on lean manufacturing techniques to meet the production schedule. The Production Supervisor must be team-oriented and have the ability to work with other members of the production team to complete daily operations, including changeovers, tooling projects, and routine maintenance on machinery.

## Responsibilities and Duties:

The Function of the Production Supervisor is to:

1. Maintain a safe work environment through practicing proper PPE and housekeeping compliance
  - a. Immediately communicate unsafe conditions, acts or injuries to the Plant Manager
2. Oversee tooling changeovers, line start-ups, and line shut-downs, as well as downstream equipment setup and maintenance
3. Complete production inventory logs and quality paperwork
4. Motivate the production team members, inspiring productivity in a team environment
5. Inspect production machinery
6. Inspect produced pipe throughout the production process
  - a. Ensure consistent perforations
  - b. Conduct visual inspection of pipe formation
  - c. Conduct final inspection of finished product for uniformity
  - d. Labeling of completed finished product
7. Adhere to RVP product sampling schedule
  - a. Coordinate with the Plant Manager
8. Practice proper forklift operation and preventive maintenance
9. Assist with Preventative Maintenance program as required
10. Meet or exceed standard production efficiencies on all production lines
  - a. Collaborate with the production team to improve production efficiencies
11. Maintain ability to operate various production lines and processes effectively
  - a. Troubleshoot process and mechanical problems
  - b. Delegate and assist Lead Operator with repairs and adjustments to meet production needs as required
12. Meet wired plant compliance metrics
13. Maintain and build job skills through company training programs
  - a. Earn certifications when requested or required
14. Complete scheduled preventative maintenance
15. Demonstrate leadership in providing and implementing solutions for lean manufacturing and process improvements
16. Work closely with the Plant Manager to identify downtime trends and brainstorm/implement necessary process changes

17. Work closely with production Line Lead Operators/Line Technicians to address maintenance correctives
18. Train and lead large correctives with production machinery
19. Maintain availability for on-call, off-shift hours to support all maintenance/machinery issues
20. Lead, support, and train personnel in tooling change-overs
21. Help train new Line Operators / Line Technician
22. Assist in Lead Operator roll as-needed
23. Assist in machinery upgrades or new machinery installs
24. Demonstrate the ability to balance and prioritize multiple tasks in order of importance to meet production goals

### Qualifications:

- Education level: High School diploma or equivalent.
- Experience: The Production Supervisor should possess real world experience with mechanical operations, troubleshooting, and repair. An ability to operate heavy machinery, i.e. forklifts, in a safe, responsible manner is a must. Basic computer skills are also required in addition to excellent reading retention and competent writing skills.
- Personal Characteristics: The Production Supervisor will possess exemplary analytical thinking and problem-solving skills. This individual will be highly self-motivated.
- Physical Abilities: The Production Supervisor is expected to perform physical labor for extended periods of time. The position requires full range of body motion including twisting, bending, reaching, squatting and the ability to mount/dismount industrial equipment and vehicles quickly. The Production Supervisor will be able to stand and be mobile for a minimum of 10 continuous hours while using their hands, arms and legs to physically handle and transport finished goods.