



an AmesburyTruth™ company

OP0180

11/09/2020

Job Title: Manufacturing Supervisor - BILCO - Trumann

Shift: 1st

Department: Operations

Location: Trumann

Reports To: Director of Operations

FLSA Status: Exempt

Position Purpose

- Responsible for the supervision of a single department or group of cells in a manufacturing facility. This may include machining, fabrication, welding, and/or assembly of a variety of metal products, and/or blowmolding or injection molding of plastic products.

Essential Duties & Responsibilities

- Ensure that all Safety programs are successfully implemented in their assigned area, work with appropriate Safety Champion to ensure that all existing Safety Hazards have been properly identified and mitigated, Actively supervise team members to ensure adequate Safety training, and appropriate Safety practices are implemented at all times to prevent Safety Hazards from producing an accident. Supervise proper use of PPE on a daily basis.
- Work from shop orders, shear lists, prints, schedules and instructions to plan and assign work to personnel on the basis of work priority and individual capabilities. Arrange for parts, tools and supplies to be available for assigned work. Check on all operations as necessary to maintain quality standards and ensure adherence to specifications
- Maintain quality and quantity of production, meeting annual targets. Assist and instruct personnel as necessary to ensure proper flow of work through the cells. Ensure that department personnel are aware of the ISO 9001 Standard Operating Procedures and Work Instructions applying to their job, and that they are performing all functions in compliance with these procedures.
- Actively participate in Kaizen events, and ensure that continuous improvement efforts are carried out effectively. Analyze equipment requirements and recommend replacement or new equipment as required. Review processes and costs, and work closely with all departments to incorporate improvements in work procedures and product costs. Work closely with engineering on changes to existing products, and on new products. Meet or exceed the 5S goal for the assigned area. Ensure that TPM sheets are being actively maintained.
- Investigate quality issues, process delays, material shortages, tool or equipment problems and take corrective action, interacting with others as necessary. Check on completed work, sign off on quality sheets, and see that is moved to next designated location. Maintain check on all operating equipment and arrange for all required repairs or maintenance. See that adequate welding and other departmental supplies are available for scheduled work.
- Motivate department personnel to promote a productive and cooperative work environment, and assure a well trained, satisfied staff. Enforce company rules and regulations and take prescribed disciplinary action when required. Make effective recommendations for hiring, dismissals, transfers, promotions, and employee evaluations. Responsible for prompt handling of time, production and other records and reports related to assigned responsibilities. See that work areas and equipment are maintained in a clean and orderly condition. Ensure that all necessary safety precautions are taken, and that department meets annual safety targets.
- Perform other related duties as assigned or warranted by conditions.

Knowledge / Skills / Abilities

- Ability to train, motivate and effectively manage a staff to promote a productive, cooperative and safe department.
- Knowledge of welding, shearing, forming, blowmolding, or injection molding methods.
- Knowledge of BILCO products and fabrication methods.
- Knowledge of Math sufficient to read drawings, determine correct specifications, and assign work.
- Ability to work effectively as a team, and comfortable with the continuous improvement found in a Lean Manufacturing

environment.

- Ability to interact positively with others within the plant and office, and outside the facility.
- Energetic and friendly with excellent verbal skills.

Qualifications / Prior Experience

- 5 years of experience.
- 2 to 3 years of practical training in the supervising process

Work Environment / Other Requirements

- Ability to safely move around the plant floor.
- Ability to meet established productivity standards for the department.
- Ability to maintain established production schedules for the department.
- Effectively communicate company goals and objectives to staff.
- Ensure that annual safety, quality, lead-time, etc. targets are met.
- Ability to lift material weighing up to 35# and move it onto appropriate equipment.
- Ability to bend, squat and crawl to inspect work in process.
- Ability to hold tools necessary to perform work done in the department.
- Ability to safely climb ladder to access equipment as required.
- Follow all plant safety rules and regulations.